

**WISE Data
System**

WYOMING DEPARTMENT OF EDUCATION

WDE602/652 - WISE School District Staff Member Staffing
Manual and Data Collection Guidebook through April 20, 2011

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE602/652 Data Collection Guidebook

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Introduction

The WDE602/652 is the authoritative collection of staff-level demographics and employment information.

This guidebook serves as the definitive instruction set for the data contained within the WDE602/WDE652 Data Collections.

Because the WDE602 and WDE652 collection data elements have been aligned the guidebooks are combined.

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education 5) Schedule Header, and 6) Salary Schedule. The WDE652, or spring staffing collection, collects the first four files and uses the schedule header and salary schedule that were submitted in the fall.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all principals, assistant principals, interim principals, tutors, teachers, and instructional facilitators as well as their Praxis II information. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. The data from the WDE602 Collection is made available in a clear and useful way through the Stat 2 data which is published annually.

WDE602/WDE652 Purpose and Authority

The WDE602 collects employment details as of an October 1st snapshot; duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on October 1st. October 1st employment data is required for use in administering the funding model (Wyoming State Law 21-2-203), staff endorsement and Highly Qualified status determinations (NCLB), and mandated state and federal reporting.

Conversely, the WDE652 collects actual employment details as they have occurred throughout the entire school year. In this manner, the WDE652 accounts for all changes in employment throughout the year, including modifications to contracts and turnover. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next fall's October 1st employment data in the Wyoming Funding Model. **Accurate calculation of FTE based on actual, full-year employment detail is important because it reduces errors in funding and decreases audit findings.**

There are several authorities that allow the WDE to collect data for the WDE602/652 collection they are listed below:

W.S. 21-2-203

W.S. 21-7-303

W.S. 21-3-110(a)(ii)(A)

W.S. 21-13-309(m)(v)(F)

W.S. 21-2-20(c)(ii)

Enrolled Act 23

Section 334 of House Enrolled Act 46

No Child Left Behind (NCLB) Highly Qualified Teacher Monitoring

Differences between the WDE602 and WDE652

Procedurally, the submission of the two collections differs in that the fall collection (WDE602) requires the submission of a schedule header and salary schedule where in the spring collection (WDE652) the salary schedule information is pulled from the fall (WDE602) submission.

There are also differences in the reporting of hire and separation dates. In the fall collection (WDE602) districts will report persons who were hired or separated between July 1 and October 1 of the current year. In the spring collection (WDE652) districts will report persons who were hired or separated at any time during the school year (July 1 – June 30). Functionally, a hire date must be provided if a district failed to provide an employment record in the prior collection. Or if there was an employment record in the prior collection, but there was a separation date as well, for example if a person left and rejoined the district.

Instructions

The WDE602/652 is the official collection for staff-level demographic and assignment information. This report includes vital and social statistics on district staff in Wyoming schools.

The instructions listed below are designed to provide an overview on the WDE602/WDE652 collections. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at http://www.k12.wy.us/wise/Documents/CurrentDocs/WYOMING_SRM_062807_v3.pdf.

What's new for the 2011 WDE652?

State Report Manager (SRM) now accessible through Fusion

Districts can now upload their WDE602/WDE652 data to the WDE through a single sign-on feature in the Wyoming Department of Education Fusion portal.

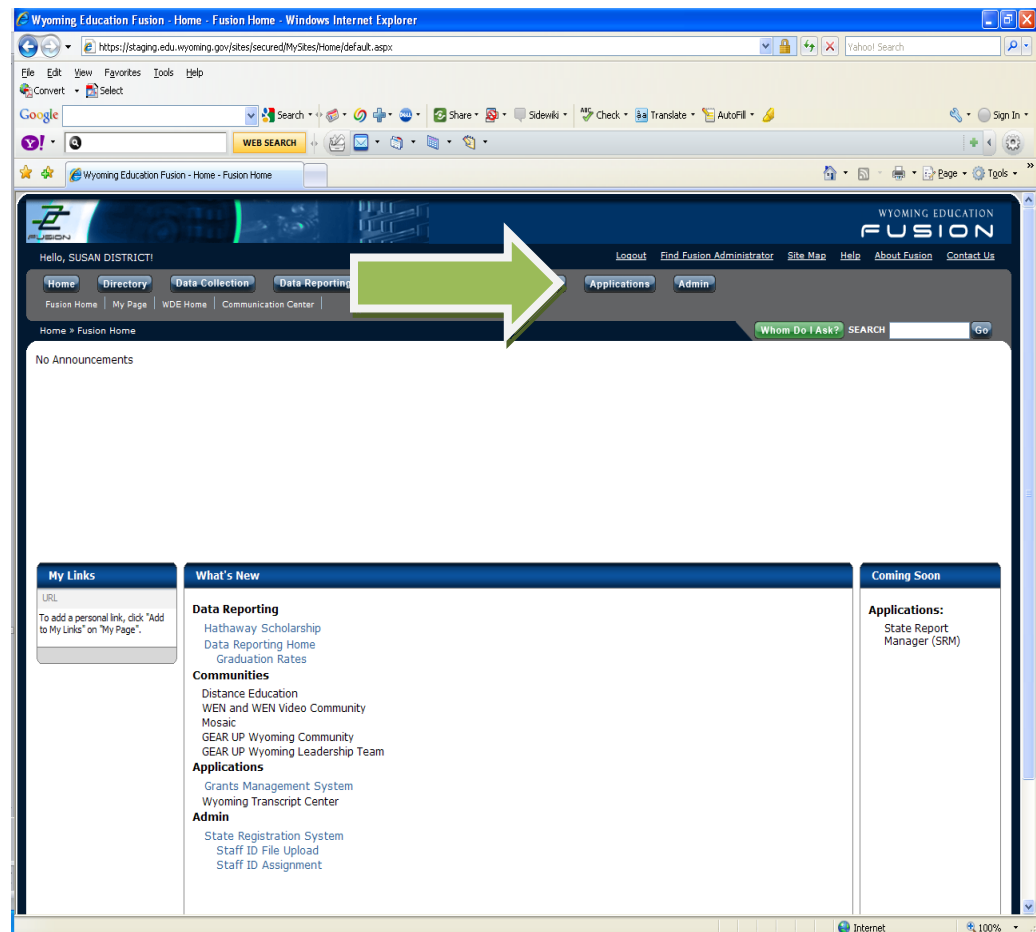
If it is the user's first time using the Fusion single sign-on service they will need to check with their district's Fusion Administrator to make sure they have a user account and the appropriate WDE602/WDE652 rights are assigned.

- ▶ **WDE602/WDE652 Certify** – You will be able to log into the State Report Manager via Fusion, upload and edit information, and certify. Data is certified by clicking on the blue **Send to WDE** link.

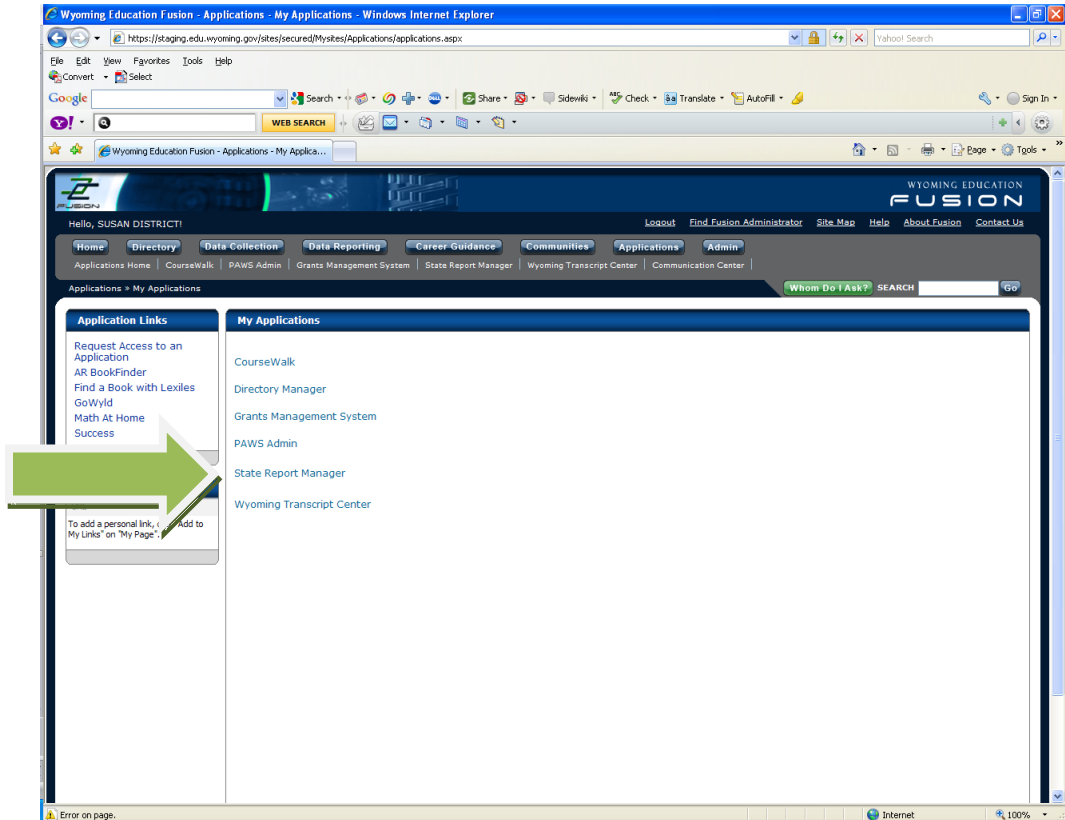
- ▶ **WDE602/652 Edit** – You will be able to log into the State Report Manager via Fusion and upload and edit information but cannot send it to the WDE.
- ▶ **WDE 602/652 Read** – You can access WDE602 information the WDE reports back to districts after data has been submitted and cleaned of all errors, for example the Newspaper Report. You will **not** have access to the SRM through Fusion.

Once you have made sure you have the appropriate rights, access the Wyoming Department of Education Fusion portal at <http://fusion.edu.wyoming.gov> and use your username and password to login.

Next click on the blue **Applications** link at the top of the page:



Click on the State Report Manager link:



You will then be taken to the SRM. Note: You will not be able to see all the collections that you would if you were to log directly into the SRM. If you work on other SRM collections like the WDE684 or WDE601 you will need rights to these collections in the Fusion portal as well.

Recap of changes to last fall's WDE602

New Education File

In the summer of 2010 the WDE in conjunction with the Professional Teaching Standards Board (PTSB) gathered Education for all principals, assistant principals, interim principals, teachers, tutors and instructional facilitators who were employed in the state of Wyoming in the 2009-10 school year. Districts were preloaded this information in the Fall 2010 WDE602. Starting with the 2010 WDE602 and moving forward districts will be held responsible for reporting this data for all new hires. Districts have been advised to create a hiring policy that will include the collection of the Education data. Districts will also be asked to review the Education file for any principals, assistant principals, interim principals,

teachers, tutors and instructional facilitators who were hired between October 2, 2009 and June 30, 2010 and report the Education file data for any persons who may have been overlooked because they were not on last fall's WDE602.

The Education file information is to be completed for all teachers, instructional facilitators, tutors, principals, intern principals and assistant principals. It collects information on when and where they retained their degrees as well as their course of study and GPA's for minors, majors, and master degrees. In addition it collects Praxis II test information.

These new elements will be discussed in further detail in the data element section.

Removal of the License Issue Date Field

After further discussion between the Data and Research and the District Support and Coordination units it was determined that the only field needed to complete accurate endorsement reviews was the License Expiration date. It was therefore determined that we could eliminate the License Issue Date element in the employment file.

Collection of Staff Emails

The WDE has added an email field to the Employment file. This field is only required for persons with district assigned email addresses. Do not report personal email addresses. **Make sure you add the emails for all new hires that have district assigned email addresses.**

Data Submission Process

Login

The first step in the data submission process is to login to the SRM either directly through the SRM or through the Wyoming Department of Education Fusion portal. Each district has a SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password necessary to log in directly through the SRM. It will be necessary to work with this person in submitting the data from this collection.

Overwriting Data

The potential exists for users to overwrite each other's data. A simple example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes

her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Preload Files

When districts enter the SRM to complete the Fall WDE602 they will need to preload their data in order to pull updated files into the SRM so they may download them to their hard drives. Prior to the 2009 WDE602 this task was manually performed by the WDE technical department through several days of work. The process is now easily done by each district. Districts will log onto the SRM and click the **New Trial** link. Users will see a choice between **Preload** and **Upload**. By checking the **Preload** link districts will have access to data in the state's data warehouse. The data will include updated Employment, Assignment, Experience and Education files with the prior years experience added in as well as the removal of staff that districts reported with a separation date in the previous school year. After files are preloaded they can be downloaded and saved as in years prior. Districts will only need to use the **Preload** link the first time they log onto the SRM.

In the spring districts have the option to preload their data or continue working from a copy of the WDE602 file they submitted in the fall. If districts wish to continue working from a copy of their WDE602 they should first save a copy of the data they submitted in the fall, rename the file WDE652... and make necessary changes to the data to reflect what actually occurred within the district during the fiscal year July1 – June 30.

Salary Schedule Files (Uploaded in the Fall WDE602 Only)

Once the data files have been updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the **Run a Trial** link next to the WDE602 Salary Schedule heading on the main page of the SRM. Then, the user will click on the orange **New Trial** button. In the next screen, the user will upload the associated salary schedule files. **Please note that all associated files must be uploaded or the user will get an error message after clicking the "Import" button.** While the data are being uploaded, the program checks the data for errors. There are screen shots available in Appendix C to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded all errors must be corrected before uploading the Assignment/Employment/Experience/Education files. Please reference the Errors in Data section below for more information on how to correct the errors in the schedule. Once all errors have been fixed, the salary schedule needs to be sent to the WDE. Please reference the Send to WDE section below for more information.

If the district has both I and T salary schedules they will need to upload both.

Assignment, Employment, Experience and Education Files

After the salary schedule has been sent to the WDE (Done for the WDE602 collection only), the Assignment, Employment, Experience and Education files can be uploaded into the SRM. The process for uploading these files is similar to the Salary Schedule.

This can be done by clicking on the **Run a Trial** link next to the WDE602 or WDE652 Staff Employment, Assignments, Experience and Education heading on the main page of the SRM. Then, the user will click on the orange **New Trial** button. In the next screen, the user will upload the associated Assignment/Employment/Experience/Education files. Please note that all associated files must be uploaded or the user will get an error message after clicking the **Import** button. While the data are being uploaded, the program checks the data for errors. In the WDE602 submission the user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before the Assignment/Employment/ Experience/Education files were uploaded. There are screen shots available in the Appendix C to guide the user through uploading the files into the SRM.

Errors in Data

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. It should be noted that any errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data. The user can make corrections offline and upload a corrected set of files. (Note: all editing must be done offline for the Salary files.)

The other option is to edit records online. On the main menu, the user can click the **Records** link. On the next screen, the user can click on one of the files listed on the left hand side of the screen. A list of records within that file will then be shown on the screen. The user can scroll through the list to find the record that needs editing. Once the editing is complete, the user must click on the **Save**

button. After all edits are made, clicking the **Revalidate** link will start the program to check for errors. Please note that online editing is only available for the Employment, Assignment, Experience and Education files.

Unless you are going to re-download your files after you've done on line corrections we recommend that you make all corrections off line.

Appendix C provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

Send to WDE

Once all errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. For both the Salary and Staff files, the **Send to WDE** button will turn blue at that time. Remember the Salary files are sent only in the WDE602 and must be sent prior to the Staff files. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

Download Finalized Data

The user has the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

Updating fall WDE602 data to facilitate spring WDE652 submission

First, make sure to save original copies of your final (submitted) set of fall WDE602 files. Then, make a second copy of these files to use in updating changes to employment details throughout the school year.

Districts will find that continuous updating of fall WDE602 data will vastly simplify final preparation and submission of spring WDE652 files. Remember to only update copies of the WDE602 submission files, not the original files.

Collection Schedule

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the WDE652, the due date is **June 30, 2011**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should load data no later than June 23, 2011. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

WDE652
Collection Window
May 17 – June 30,
2011

Employment File

The first file is the Employment File. The purpose of this file is to submit demographic information for each staff member. It contains 32 elements.

- | | |
|-----------------------|-------------------------|
| • WISEStaffID | • HireDate |
| • StaffNamePrefix | • Degree |
| • StaffFirstName | • LicenseType |
| • StaffMiddleName | • LicenseState |
| • StaffLastName | • LicenseNumber |
| • StaffNameSuffix | • LicenseExpirationDate |
| • StaffFormerName | • StaffEmail |
| • SeparationDate | • DistrictID |
| • StaffDateOfBirth | • BaseSchoolID |
| • StaffGender | • BaseSalary |
| • AsianRace | • ScheduleID |
| • BlackRace | • ColumnNumber |
| • IndianRace | • RowNumber |
| • PacificIslanderRace | • InsuranceOption |
| • WhiteRace | • FTE |
| • HispanicEthnicity | • TotalSalary |

WISEStaffID

The WISE Staff ID is a seven digit identifier that the Wyoming Department of Education assigns to all district staff. It was implemented in 2005 in order to safely transmit staff information without compromising identity. WISE Staff IDs can be retrieved from the State Registration System (SRS) in the Wyoming Department of Education Fusion portal <http://fusion.edu.wyoming.gov> by your district's WISE ID Administrator. The identifier you enter in the WDE602/652 will be verified against the SRS.

StaffNamePrefix

A title used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., and Colonel. The prefix can be up to eight characters in length. This element is optional.

StaffFirstName

This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. Please use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the State Registration System (SRS).

State Registration System (SRS)

The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal. This application is inaccessible to the general public.

StaffMiddleName

The staff member's legal middle name as it appears on their Birth Certificate. This element is optional.

StaffLastName

The staff member's legal last name as it appears on their Birth Certificate. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. The Staff member's last name will be verified against the State Registration System (SRS).

StaffNameSuffix

Generation indicator or degrees earned e.g. Sr., Jr., Ph.D. This element is optional.

StaffFormerName

Most recent previous last name this staff member may have used. e.g. maiden name.

SeparationDate

In the WDE602 if the staff member is no longer employed by the district during the dates of July 1 through October 1 of the current fiscal year, a valid date (YYYYMMDD) must be entered. In the WDE652 report a separation date for anyone who separated during the current fiscal year July 1 – June 30.

If staff resigned and did not earn income during the current fiscal year the district will enter a base salary of 0 and delete the Assignment, Experience and Education files. If the individual did earn income in the current fiscal year the base salary, contract days and time or annual hours will need to be adjusted accordingly and all four records (employment, assignment, experience and education), if applicable, are submitted.

Collection of Separation and Hire Dates facilitates quality assurance of employment and assignment data utilized in the calculation of FTE values for the Wyoming Funding Model.

StaffDateOfBirth

The staff member's date of birth should be entered in the format: YYYYMMDD.

Staff Date of Birth will be verified against the State Registration System (SRS).

StaffGender

The staff member's gender is a one digit value: "M" for Male, "F" for Female.

Staff Gender will be verified against the State Registration System (SRS).

Ethnicity and Race Reporting Guidance

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) will require school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

What does this mean for schools and accredited institutions?

The new federal collection standards mandate that organizations must provide ALL STUDENTS AND STAFF the opportunity to re-identify their race/ethnicity via the adjacent guidance provided by the USED. Staff and parents should be informed that race/ethnicity information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

AsianRace
BlackRace
IndianRace
PacificIslanderRace
WhiteRace
HispanicEthnicity

These six fields are used to report a student's Race and Ethnicity. When collecting a person's race/ethnicity:

- Organizations must ask respondent in a two-part question format.
- The first question is about ethnicity.
 - Reported in the HispanicEthnicity data field.
- The second question is about race.
 - Reported in the five race data fields.

Valid values for all six fields are: Y or N (Y = Yes, N = No)

None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

Federal Guidance:

<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

Managing an Identity Crisis from the National Forum on Education Statistics:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

HireDate

New staff member hire date. In the WDE602 only report a hire date for staff members hired July 1 – October 1 of the current fiscal year. For the WDE652 report anyone hired during the current fiscal year (July 1 – June 30). A valid date (YYYYMMDD) must be entered.

Collection of Separation and Hire Dates facilitates quality assurance of employment and assignment data utilized in the calculation of FTE values for the Wyoming Funding Model.

Degree

Highest degree earned by a staff member.

N – None

P – ParaHQ (Paraprofessional Highly Qualified without Associates Degree as defined in No Child Left Behind – 1119(c))

A – Associates

B – Bachelors
M – Masters
D – Doctorate

Staff education level is utilized in federal reporting under No Child Left Behind (NCLB).

LicenseType

License type is a valid three letter assignment code (found in Appendix A).

Note: Districts are only required to report licensure information for positions in Appendix A. These fields will be left blank for a majority of employees. Also be aware that there are numerous positions listed on Appendix A that require either a license or a PTSB endorsement. If employees have endorsements in these assignments then please leave the licensure fields blank.

LicenseState

State the license was issued. Persons working in Wyoming are required to have a Wyoming State License therefore this field will always be WY.

LicenseNumber

Wyoming state license number.

LicenseExpirationDate

Date license expires, must be a valid date (YYYYMMDD).

StaffEmail

A valid district assigned email address. If staff member was not assigned a district e-mail address this field must be left blank.

DistrictID

The WDE 7-digit ID for the district of the staff member's employment.

BaseSchoolID

The WDE 7-digit ID for the school the staff member is assigned to for the greatest amount of time; can also be a district ID.

BaseSalary

Base salary is an employee's annual pay for core contract duties (as defined by the district) and does not include extra salary.

If a staff member is on a salary schedule and he/she has 1 FTE, the base salary should match the schedule salary. If an employee only has assignments for extra salary, for instance coaching, time and contract days are 0 (assignment file) and base salary is 0 (employment file).

Because base salary is an annual amount, for classified (hourly) employees you will need to calculate the base salary by multiplying the hourly rate of pay by the number of work hours. (Work Hours = Annual Hours – Holiday Hours).

ScheduleID

The ID for the salary schedule that an employee is on (either I or T). If an employee is not on a salary schedule this field is left blank.

Note: If the employee is not on the salary schedule(s) you submitted in October, do not list a column or row for them in your Employment file. If there is a column or row listed, you must have a schedule ID listed as well. Either all three fields, Schedule ID, Column and Row, must have values or none of those fields should have values.

ColumnNumber

If this staff member is on a salary schedule, the column number of their schedule placement.

RowNumber

If this staff member is on a salary schedule, the row number of their schedule placement.

InsuranceOption

In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.

In 2009 the codes were redefined to the following:

INSURANCE_OPTION_CODE	INSURANCE_OPTION
EO	Employee Only
FY	Family
NA	None
SC	Split Contract
ES	Employee Plus Spouse
EC	Employee Plus Child(ren)

Note: You must review your employees and place them in one of the categories listed above based on the State plan participation requirements. For definitions use the following link. <http://personnel.state.wy.us/EGI/2009HealthPlanBook->

[Active.pdf](#). Read each of the data elements definitions and use the most appropriate code that best suits the staff member’s insurance option.

If an employee does not participate in the district health insurance plan but receives the equivalent of the “employee only” premium for a health insurance reimbursement account you must select NA for None.

FTE

The sum of all Assignment FTEs is a field that is provided by the Wyoming Department of Education. The calculations used to determine FTE are described in Appendix B.

TotalSalary

Total salary is the sum of an employee’s Base Salary (annual pay for core contract duties) and Extra Salary (bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, and overtime). This is a field provided by the WDE.

Assignment File

The second file is the Assignment File. The purpose of this file is to submit information for specific assignments performed by the staff member. It contains 16 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- AssignmentCode
- TeacherType
- SchoolID
- LowestGradeServed
- HighestGradeServed
- ContractDays
- Time
- AnnualHours
- HolidayHours
- ExtraSalary
- Salary
- AssignmentFTE

DistrictID

The WDE 7-digit ID for the district of the staff member’s employment.

WISEStaffID

This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName

This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be

corrected. Please use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the State Registration System (SRS).

StaffLastName

The staff member's legal last name as it appears on their Birth Certificate. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. The Staff member's last name will be verified against the State Registration System (SRS).

AssignmentCode

Assignment codes are three character codes provided by the Wyoming Department of Education for all work assignments. Current and Active Assignment codes can be found in the Reportable Combinations document on the WISE website, <http://portals.edu.wyoming.gov/wise/>.

Persons can be reported with one or multiple assignments depending on how many roles they have within the district.

Note: All assignment codes consist of three letters except for the Elementary Grades teacher code (EL0) which ends in a zero.

TeacherType

Teacher type is a two letter code indicating if a teacher is a Teacher of Record (TR) or Teacher Not of Record (NT).

Assignments that are not teaching positions will leave this field blank. All assignments are defined as TR, NT or blank on the Reportable Combinations hand out.

Instructional Position Types - Reporting Guidance:

- A "Teacher of Record" is a certified teacher who is generally responsible for planning lessons, instruction, and assigning grades and credits. "Teacher of Record" positions are reported using subject specific assignment codes and a teacher type value of TR.
- A "Teacher Not of Record" is a certified teacher who provides classroom instruction as part of a team with a Teacher of Record, to a specific student in an inclusion setting, or as a Special Education Specialist providing one-on-one instruction in a Resource Room. A "Teacher Not of Record" may assist in planning lessons but do not assign grades or credit. "Teacher Not of Record" positions are reported using subject specific assignment codes and a teacher type value of NT.

- A “Tutor” is a certified teacher assigned to provide supplementary instruction working with individuals or small groups of students. A “Tutor” is not involved in course planning and does not assign nor influence assigning of grades or credits. Unlike “Teacher of Record” and “Teacher Not of Record” required teacher certification for a “Tutor” is not subject specific. “Tutor” positions are reported using one of the specific Tutor assignment codes (TUT or TUH). The teacher type field is left blank.
- “Instructional Aide” reporting should be used for any instruction provided by an individual not holding active teacher certification or that does not fit under the descriptions for “Teacher of Record,” “Not Teacher of Record,” or “Tutor”. “Instructional Aide” positions are reported using the AID assignment code. The teacher type field is left blank.

SchoolID

The school ID is a seven digit identifier assigned by the WDE of where the assignment occurs, if the staff member is assigned to multiple schools then there must be a separate assignment for each school.

LowestGradeServed

The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

HighestGradeServed

The highest grade this staff member serves for this assignment, not the highest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

ContractDays

Contract days are provided for **Non-Classified Staff Only**. The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 180 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 261 days.

Time

Time is provided for **Non-Classified Staff Only**. The percentage of time (percent of each day worked) contracted for each non-classified assignment. It is a numeric value between 1.00 and 100.00 with 100.00 being equivalent to a full time contract as defined by the district.

AnnualHours

Annual hours are provided for **Classified Staff Only**. Annual hours are the total number of hours a classified staff member spends for this assignment during the fiscal year (July 1 – June 30). Annual hours can be a number between 1 and 2,080 and should include both work hours and paid holiday hours.

A classified staff member is considered full time at 1400 hours. They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: $175 \text{ (days)} * 8 \text{ (hours)} = 1400 \text{ work hours}$. (Work Hours = Annual Hours – Holiday Hours).

HolidayHours

Holiday hours are provided for **Classified Staff Only**. Holiday hours are number of paid holiday hours received during the fiscal year for this assignment.

ExtraSalary

Extra salary consists of bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, overtime, or any other district specified duty. If a person has an extra salary assignment such as the contract days and time will be blank.

Salary

The assignment salary field is calculated by the WDE. For employees working multiple assignments, salary is divided proportionally by calculated Assignment FTE.

AssignmentFTE

Assignment FTE is a field that is provided by the Wyoming Department of Education. It is a numeric percentage of time that is spent on the individual assignment. The calculations used to determine Assignment FTE are described in Appendix B.

The difference between the assignment FTE and the Employment FTE is the assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.

Experience File

The third file is the Experience File. The purpose of this file is to submit information for the number of years and kind of work experience performed by the staff member. It contains 12 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- ExperienceGroupCode
- DistrictExperience
- OtherWYDistrictExperience
- WYInstitutionalExperience
- OutofStatePublicSchoolExperience
- OutofStateInstitutionalExperience
- WYNonPublicSchoolProfessional
- OutofStateNonPublicSchoolProfessional

DistrictID

The WDE 7-digit ID for the district of the staff member's employment.

WISEStaffID

This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName

This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. Please use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the State Registration System (SRS).

StaffLastName

The staff member's legal last name as it appears on their Birth Certificate. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. The Staff member's last name will be verified against the State Registration System (SRS).

ExperienceGroupCode

Experience Group Code is where the assignment's experience accumulates. Experience group codes can be located on the Reportable Combinations resource posted on the WISE web site.

DistrictExperience

The number of FTE years, prior to the start of the current school year, experience in the district where they are currently employed.

OtherWYDistrictExperience

The number of FTE years, prior to the start of the current school year, experience in any other Wyoming public school district.

WYIntitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Department of Education.

OutofStatePublicSchoolExperience

The number of FTE years, prior to the start of the current school year, experience in an accredited K-12 public school outside of Wyoming. The total FTE years experience need to be reported regardless of the district's policy governing the number of FTE years experience they will accept for placement on the districts salary schedule.

OutofStateInstitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education.

WYNonPublicSchoolProfessionals

The number of FTE years, prior to the start of the current school year, experience at a Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix A).

OutofStateNonPublicSchoolProfessionals

The number of FTE years, prior to the start of the current school year, experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix A).

Note: For classified staff you only need to report DistrictExperience and OtherWYDistrict Experience.

Education File

Wyoming has been working on a robust system of longitudinal data collection for many years. Our WISE data system is recognized as a national leader as we work to comply with the America COMPETES act. While our focus has been on gathering student data, we have also collected a fair amount of data related to

teachers. We collect data in two large categories: 1) compliance with federal and state reporting requirements; and 2) data related to the school finance model.

Section 14005(d) of Division A of the American Recovery and Reinvestment Act of 2009 (ARRA) requires a state receiving funds to provide assurances in four key areas, one of which is “(a) achieving equity in teacher distribution.” Federal guidance in this area requires states to “assure that it will take actions to improve teacher effectiveness”

Under ARRA, states are also required to improve the collection and use of data, and Wyoming has provided an assurance that it will establish a statewide longitudinal data system that includes the elements described in section 6401 (e)(2)(D) of the America COMPETES Act. Standard elements in this category require the state to provide teacher data that includes teacher impact on student achievement.

Federal “Race to the Top” grant guidelines go further in outlining federal expectations around teacher data, including “recruiting, rewarding, and retaining effective teachers and principals.” Wyoming has reviewed data collections in other states recognized for compliance in these areas. The information requested in the WDE652 education file reflects the minimum information collected in many states.

With regard to state efforts, the Legislature has most recently appointed a Select Committee on School Finance Recalibration. This committee is charged with evaluating all model components. Because staff compensation constitutes well over 80-percent of model generated resources, teacher experience is a critical part of the compensation resource. W.S. 21-2-20(c)(ii) directs the state superintendent to “collect data from school districts necessary for the Department to administer the school finance system.”

Additionally, language in section 334 of House Enrolled Act 46 (Government appropriations) specifies that “The department of education, school districts and the school data advisory committee....shall collect and provide the information requested by the committee.”

We would like districts to understand that we are not asking them to pay for any of the information requested in this section such as Praxis II test scores or transcripts. We would simply like them to collect the information available from all new hires.

The fourth file is the Education File. The purpose of the Education file is to collect the educational background for all teachers, tutors, principals, assistant principals, interim principals and instructional facilitators. It contains 51 elements.

- DistrictID
- WISEStaffID
- StaffFirstName
- StaffLastName
- BachelorDegreeInstitution1
- BachelorDegreeInstitution2
- PreparationProgramInstitution
- BachelorDegreeMajor1
- BachelorDegreeMajor2
- BachelorDegreeMinor1
- BachelorDegreeMinor2
- BachelorDegree1CumulativeGPA
- BachelorDegree2CumulativeGPA
- BachelorDegree1MajorGPA
- BachelorDegree2MajorGPA
- BachelorDegreeYear1
- BachelorDegreeYear2
- MasterDegreeInstitution1
- MasterDegreeMajor1
- MasterDegreeGPA1
- MasterDegreeYear1
- MasterDegreeMajor2
- MasterDegreeGPA2
- MasterDegreeYear2
- DoctorateDegreeInstitution
- DoctorateDegreeMajor
- DoctorateDegreeYear
- PraxisIITest1ContentAreaCode
- PraxisIITest1Score
- PraxisIITest1Results
- PraxisIITest1CityAdministered
- PraxisIITest1StateAdministered
- PraxisIITest1CountyAdministered
- PraxisIITest1YearAdministered
- PraxisIITest2ContentAreaCode
- PraxisIITest2Score
- PraxisIITest2Results
- PraxisIITest2CityAdministered
- PraxisIITest2StateAdministered
- PraxisIITest2CountyAdministered
- PraxisIITest2YearAdministered

- PraxisIIITest3ContentAreaCode
- PraxisIIITest3Score
- PraxisIIITest3Results
- PraxisIIITest3CityAdministered
- PraxisIIITest3StateAdministered
- PraxisIIITest3CountyAdministered
- PraxisIIITest3YearAdministered
- PraxisIIITest4ContentAreaCode
- PraxisIIITest4Score
- PraxisIIITest4Results
- PraxisIIITest4CityAdministered
- PraxisIIITest4StateAdministered
- PraxisIIITest4CountyAdministered
- PraxisIIITest4YearAdministered

Because of the large number of elements in the Education file the following elements are not in order but instead grouped so they may be more easily defined.

DistrictID

The WDE 7-digit ID for the district of the staff member's employment.

WISEStaffID

This is the WDE 7-digit state assigned staff record identifier for the employee. The WISE ID is verified against the SRS.

StaffFirstName

This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. Please use legal names rather than preferred, for example, William rather than Bill. The staff member's first name will be verified against the State Registration System (SRS).

StaffLastName

The staff member's legal last name as it appears on their Birth Certificate. The last name element exists in all four files but the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. The Staff member's last name will be verified against the State Registration System (SRS).

BachelorDegreeInstitution1

Educational institution where the first bachelor degree was earned, reported with an OPEID code.

OPEID codes are up to eight characters and can be alphanumeric although most codes are comprised of seven digits. Institution codes or OPEID codes can be retrieved from the WISE web site, <http://portals.edu.wyoming.gov/wise/>.

If the institution you are searching for is not on the list the WDE first recommends that you Google the institution name, location followed by OPEID (University of Wyoming, Laramie, Wyoming OPEID code). Wikipedia is also an excellent source for school closure information as well as name changes. If a school has changed names you may use the OPEID for the new school name. If a school has closed and another school has taken on their transcript management, report the school that is now warehousing and managing their transcripts.

Note: Yankton College has closed and has created a foundation to manage their transcripts and therefore has no OPEID. In this case you would use code 88888888 for Unknown-No Code. Many foreign institutions also have no code; if you run into this scenario you will report using OPEID code 77777777 for Foreign Institution.

The WDE recognizes that not all vocational education teaching positions require a bachelor degree. You may leave this field blank for these individuals.

BachelorDegreeInstitution2

Education institution where the second bachelor degree was earned, reported with an OPEID code. If a person earns their first and second degree simultaneously this number will be the same as Bachelor Degree Institution1

Note: If a person has more than two bachelor degrees report the two that are most relevant to their current position with the school district.

This field can be blank no such degree was earned.

PreparationDegreeInstitution

The Preparation Program Institution is the location where the staff member acquired their teaching certificate. Preparation Program Institution codes (OPEID codes) are up to eight characters and can be alphanumeric although most codes are comprised of seven digits.

MasterDegreeInstitution1

MasterDegreeInstitution2

DoctorateDegreeInstitution

Report the Education Institution where the above degrees were obtained using an OPEID code. If more than two Masters and one Doctorate were earned chose the degrees that are most relevant to their current district position.

This field can be blank.

BachelorDegreeMajor1**BachelorDegreeMajor2****BachelorDegreeMinor1****BachelorDegreeMinor2****MasterDegreeMajor1****MasterDegreeMajor2****DoctorateDegreeMajor**

The Education File asks for up to two Bachelor minor and two Bachelor major degrees, as many as two Master degrees, and one Doctorate. Instead of typing in the name of the degree use the CIP code. CIP codes are available on the WISE web site, <http://portals.edu.wyoming.gov/wise/>.

If an individual has more degrees than fields provided please list the degrees most relevant to their current position with the district.

CIP codes are two digits followed by a period, followed by four more digits, for example the code for Elementary Education is 13.1202. This code would be used whether it was a bachelors, masters etc.

BachelorDegree1CumulativeGPA**BachelorDegree2CumulativeGPA**

Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts. Cumulative GPA is the grade point average for all course work taken at the institution including elective and coursework required to earn a degree. If bachelor degrees 1 and 2 were received simultaneously the GPA will be the same in both fields.

If the staff member received more than two bachelors, report the two degrees that are most relevant to the current position. GPAs must correspond to the Bachelor Degree Institution chosen.

Note: Some institutions did not post GPAs on transcripts prior to the mid 1960s. If you find a transcript without a cumulative GPA please enter 0.00 so the WDE knows the field was not left blank in error.

BachelorDegree1MajorGPA**BachelorDegree2MajorGPA**

Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts. Major GPA is the GPA for coursework in the major field of study only.

Note: Major GPAs are not reported on all transcripts. If the Major GPA is not on the transcript leave the field blank.

MasterDegreeGPA1

MasterDegreeGPA2

Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts. In this field report the cumulative master GPA if applicable.

BachelorDegreeYear1

BachelorDegreeYear2

MasterDegreeYear1

MasterDegreeYear2

DoctorateDegreeYear

The year the degrees were earned (YYYY). If the bachelor degrees were earned simultaneously the year will be the same for both.

If inapplicable leave the field blank.

Praxis II Test Results

“Praxis II subject assessments measure knowledge of specific subjects that K-12 educators will teach, as well as general and subject-specific teaching skills and knowledge” ...<http://www.ets.org>

Currently the Wyoming Professional Teaching Standards Board (PTSB) requires Elementary and Social Studies teachers to take the Praxis II test in their content area in order to be endorsed in the State of Wyoming. However, other states have other requirements and you may have teachers in other fields who have taken the Praxis II test. It is advised that you ask all new teachers if they have taken the Praxis II exam upon hiring.

The WDE is collecting the Praxis II test information on up to four Praxis tests on all individuals that have taken the test, not just those required to by PTSB. Elements being collected are:

1. Praxis II Test Content Area Code
2. Praxis II Test Score
3. Praxis II Test Results
4. Praxis II Test City Administered
5. Praxis II Test State Administered
6. Praxis II Test Country Administered
7. Praxis II Test Year Administered

Should you have a non-classified staff member who has taken more than four tests report the test results that are in content areas most relevant to their current assignment.

PraxisIITestContentAreaCode (1-4)

Although the State of Wyoming requires a Praxis II exam for only Social Studies and Elementary Education other states have different guidelines so if you have a teacher who moved here from another state, it is possible that they took the Praxis II test in another subject area. The Praxis II content areas (or test subjects) are listed in a separate tab in the WDE602/WDE652 file specs. They are assigned a numeric value between 11 and 951.

PraxisIITestScore (1-4)

Praxis II test score results, a number between 14 and 830.

PraxisIITestResults (1-4)

Was the test passed (P) or failed (F).

PraxisIICityAdministered (1-4)

City where the test was taken

PraxisIISStateAdministered (1-4)

State where the test was taken, if the testing was outside the U.S. this field may be blank. This field could also be used for provinces etc.

PraxisIICountryAdministered (1-4)

Country where the test was taken

PraxisIIYearAdministered (1-4)

Year Praxis II test was taken YYYYMMDD.

Error Correction Timeline

Corrections to the fall WDE602 data are restricted to a firm timeline in order to release Stat 2 data as well as the newspaper report. Same is true with the spring WDE652 in order to get the data cleaned in an expeditious manner to properly accrue the FTE experience and prepare for the next fall's preload. Opportunities for districts to make corrections to the WDE652 data exist between **June 30 and August 15, 2011**.

Staffing Data Reported Back to the Districts

The Newspaper Report will be accessible by districts in mid March through the Wyoming Department of Education Fusion portal. The WDE602 data steward will notify all collection contacts when the report is available to download.

The WDE602 data in its entirety will be reported back to districts through the Fusion Portal by mid April. District personnel directly responsible for collecting and reporting the data will be granted access to download and review the reports. If there are additional personnel within your district who should have access, please contact Susan Williams, swilli@educ.state.wy.us.

Frequently Asked Questions

Header Errors

If you receive errors on your headers check to make sure your headers are in order and spelled correctly. The files also need to be submitted in .csv format.

Staff Members who Change Jobs Midyear

If a staff member changes positions in the middle of the school year you will need to adjust their annual hours/contract days and maybe percent of time for their “old” assignment and add their “new” assignment with annual hours/contract days and maybe percent of time for the remainder of the year. You will also need to adjust their base salary and add a new experience record if needed. (Relevant for the WDE652)

Correcting Files Offline

Anytime you need to upload a corrected Staff file, you will need to upload all four files even if you didn’t make a correction in the other three.

Base Salary vs. Scheduled Salary

The base salary is the annual pay for core contract duties; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member’s time is 100 and the contract days are the same as the scheduled days, then the base and schedule salaries should be the same.

The Term “Option” on a Transcript

A post secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652.

Annual Hours vs. Holiday Hours

Annual Hours – For classified positions, includes all work hours and any vacation or holiday hours for which the employee is compensated.

Holiday Hours – For classified positions, the number of holiday hours for which the employee is compensated.

Examples for Reporting Assignments

Question: How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?

Answer: Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time or contract days, only extra salary

Question: What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse?

Answer: The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No school level personnel should be assigned to the district – that means school secretaries, teachers, etc. District personnel should be assigned to the district – such as business managers, superintendents, curriculum coordinators, etc. The Reportable Combinations handout has an Organization Level column that states whether assignments are school level, district level or both.

Corresponding Assignment & Experience Codes

The Reportable Combinations handout posted on the WISE website, <http://portals.edu.wyoming.gov/wise/> lists all assignments codes with their corresponding Experience Codes. Corresponding teacher type codes can also be located on this hand out.

Staff under the Age of 16 and Over 72

If you report a staff member who is under the age of 16 and over the age of 72 you will receive a warning when data is submitted in the SRM. Verify that the correct age has been entered and if so the data may be submitted.

How to Report Tutors, Aids and Instructional Facilitators

In the 2009-10 school year the WDE created a new Certified Teacher Tutor Classified position (TUH) in response to district requests for a method to correctly report and identify certified teacher tutors whom are paid an hourly rate. After the WDE602 guidebook had been released it came to the WDE's attention that this same issue was occurring for a handful of districts paying their instructional facilitators an hourly wage as well. For that reason an Instruction Facilitator Classified assignment code was created (IFC).

The following codes for instructional facilitators, tutors and aides are available to facilitate full and accurate reporting for these position types:

TUT – Certified Teacher Tutor Professionals

TUH – Certified Teacher Tutor Classified

INF – Instructional Facilitator Professional

INC – Instructional Facilitator Classified

AID – Aide (Instructional and Student Support) – Not Certified Teachers

We recommend that all districts review their assignments for persons performing these tasks and ensure you are reporting correct staffing data.

NOTE: The term classified in regards to tutors and instructional facilitators refers only to the fact that they are being paid hourly. All tutors and instructional facilitators must have a certification from the Professional Teaching Standards Board (PTSB).

Special Education Licensed Professionals

To report a licensed professional assignment using a Special Education specific assignment code, the position must be specified in a student's IEP. For example, you cannot break down your regular school nurses time between School Nurse and Special Education School Nurse.

Examples of Reporting Experience

- St. Stephen School is a BIA school and has United States Education Department (USED) certification
WYInstitutional Experience
- Cathedral School (or any other religious based school that does NOT have USED certification)
Since it is not accredited by an agency recognized by the USED this experience cannot be reported.
- Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by PTSB)
This wouldn't be reported since it is not a K-12 or post secondary institution
- State Hospital
Only for staff such as an Occupational Therapist, Physical Therapist or a nurse and it would be reported in the WYNonPublicSchoolProfessional
- Department of Defense Schools
OutOfStateInstitutionalExperience assuming they are teaching K-12 or post-secondary courses and institution is accredited by an agency recognized by the USED
- Any Collegiate Instruction Experience
OutOfStateInstitutionalExperience only if the post-secondary institution is accredited by an agency recognized by the USED

Determining Experience

The experience accrued in the prior school year will be calculated by the WDE and included in the next year's WDE602 preloaded information. It should not be changed for any staff member unless they are a new hire (between 7/1 and 10/1 on the WDE602 and 10/2 and 6/30 on the WDE652) or if they have changed their assignment during the year that would change their experience group code. Then you should add the new code with zero years of experience. Employees may

work in more than one experience group codes throughout the year. You do not need to report experience for positions that they no longer have.

Determining Experience for College Teachers

You will need to look at each post secondary institution's definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar).

Distance Education and WDE602 Reporting

Districts must employ their distance education teachers and may not contract through other organizations. Districts are also responsible for reporting all distance education teachers that are working for their district so their endorsements may be verified and their experience can be properly accrued.

21-13-330(f)(iii) "Nonresident district" means the school district in which a participating student does not reside but which employs the distance education program teacher and which sponsors, approves, facilitates and supervises the distance education program course material provided to the participating student;

Distance Education guidance documents:

- WSN Resident District Handbook - <http://www.wyomingswitchboard.net/Docs/WSNRDHB.pdf>
- Chapter 41 Rules for Distance Education - <http://soswy.state.wy.us/Rules/RULES/7334.pdf>
- WS 21-13-330 - <http://legisweb.state.wy.us/statutes/dlstatutes.htm>

More Frequently Asked Questions

WHOM DO I CONTACT REGARDING WDE602 CONTENT QUESTIONS?

Susan Williams– 307-777-6252 or swilli@educ.state.wy.us

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Susan Williams – 307-777-6252 or swilli@educ.state.wy.us

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE STATE REPORT MANAGER?

Your district's WISE Coordinator.

WHERE CAN I FIND MORE INFORMATION ON THE ELEMENTS WITHIN THIS COLLECTION?

<http://portals.edu.wyoming.gov/wise/>

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE WDE FUSION PORTAL AND RIGHTS TO THE STATE REPORT MANAGER IN FUSION?

Your district's Fusion Administrator

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Drew Dilly – 307-777-3656 or ddilly@educ.state.wy.us

WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.

WHOM DO I CONTACT FOR MORE INFORMATION ON DISTANCE EDUCATION?

Scott Bullock (sbullo@educ.state.wy.us), 777-7418)

or

Lachelle Brant (lbrant@educ.state.wy.us), 777-3679)

Appendix A: Licensure Information

Assignment Codes that Require a License from the State of Wyoming

Assign Code	Assignment Description	License Type Code	License Type Description
LPT	Physical Therapist	LPT	Physical Therapist
OTA	Certified Occupational Therapy Assistant (COTA)	OTA	Certified Occupational Therapy Assistant (COTA)
OTR	Occupational Therapist	OTR	Occupational Therapist
PTA	Physical Therapy Assistant	PTA	Physical Therapy Assistant
XOT	Special Education - Occupational Therapist	XOT	Special Education - Occupational Therapist
XPT	Special Education - Physical Therapist	XPT	Special Education - Physical Therapist
XTA	Special Education - Physical Therapy Assistant	XTA	Special Education - Physical Therapy Assistant
XTR	Special Education - Certified Occupational Therapy Assistant (COTA)	XTR	Special Education - Certified Occupational Therapy Assistant (COTA)

Assignment Codes that Require a Wyoming State License or PTSB Endorsement

Assign Code	Assignment Description	License Type Code	License Type Description
AUD	Audiology	AUD	Audiology
COU	Counseling	COU	Counseling
SNR	School Nurse	SNR	School Nurse
SPA	Speech Pathologist	SPA	Speech Pathologist
SPS	School Psychologist	SPS	School Psychologist
SSW	School Social Worker	SSW	School Social Worker
XAU	Special Education - Audiology	XAU	Special Education - Audiology
XCO	Special Education - Counseling	XCO	Special Education - Counseling
XPY	Special Education - School Psychologist	XPY	Special Education - School Psychologist
XSN	Special Education - School Nurse	XSN	Special Education - School Nurse
XSP	Special Education - Speech Pathologist	XSP	Special Education - Speech Pathologist
XSS	Special Education - School Social Worker	XSS	Special Education - School Social Worker

Appendix B: Calculation for Assignment Salary

Calculation Components

- **FTE or Full-Time Equivalent:** A measure of quantified, standardized employee workload. A calculated FTE of 1.0 means that an employee is a full-time worker, while an FTE of 0.5 indicates that the worker is half-time.
 - To ensure statewide standardization and funding model alignment, calculation of FTE utilized at the state level is administered by the WDE. Calculation is undertaken using the following calculation components submitted by districts.
- School and District level metrics:
 - **STUDENT_DAYS:** As relates to school level staffing assignments this is the number of planned student days scheduled for a school in the current school year. In the case of district level assignments, the highest school level student day value in the district is used.
 - **SCHEDULE_DAYS:** Each salary schedule used and reported by a district is accompanied by a schedule days figure representing the number of days a non-classified employee must be contracted to be considered full time (assuming full days are worked).
- Non-Classified (Professional) Assignment related metrics:
 - **CONTRACT_DAYS:** The number of days contracted for each non-classified assignment.
 - **TIME:** The percentage of time (percent of each day worked) contracted for each non-classified assignment.
- Classified Assignment related metrics:
 - **ANNUAL_HOURS:** The number of annual hours scheduled for a classified assignment.
 - **HOLIDAY_HOURS:** The number of holiday hours scheduled for a classified assignment.
 - **WORK_HOURS** = ANNUAL_HOURS - HOLIDAY_HOURS

Experience Accrual

- District employees may be credited with working up to a total of 1.00 FTE in the current school year. This FTE is then rolled forward as prior experience for the employee in the following school year.
- A full 1.00 FTE is designed to be earned by a prototypical school or district employee working full days over the length of the school year as defined by the number of schedule days or student days (depending on assignment and employee type).
- As such, any employee working an extended school year or full calendar year also earns exactly 1.00 FTE. For these employees, initially calculated individual assignment FTE values summing to over 1.00 FTE are adjusted proportionately to sum to exactly 1.00. In the very rare cases where an employee works both non-classified and classified assignments, FTE values calculated for non-classified assignments take precedence over classified assignment FTE values when proportional adjustment is required.
- **Non-Classified (Professional) Assignment FTE calculation**
 - When the staff member is on a district salary schedule:
 - Assignment FTE = (TIME * CONTRACT_DAYS) / SCHEDULE_DAYS
 - Example: $(100\% * 184) / 184 = 1.00$ (work full time each day for a full school year)
 - Example: $(50\% * 184) / 184 = 0.50$ (work half time each day for a full school year)
 - Example: $(100\% * 92) / 184 = 0.50$ (work full time each day for half the school year)
 - Example: $(100\% * 260) / 184 =$ capped at 1.00 (work full time each day for a number of days exceeding number of days considered a full school year)
 - When the staff member is not on a salary schedule:
 - Assignment FTE = (TIME * CONTRACT_DAYS) / STUDENT_DAYS
 - Example: $(100\% * 176) / 176 = 1.00$ (work full time each day for a full school year)
 - Example: $(25\% * 176) / 176 = 0.25$ (work quarter time each day for a full school year)
 - Example: $(50\% * 88) / 176 = 0.25$ (work half time each day for half the school year)

FTE Calculations and Examples

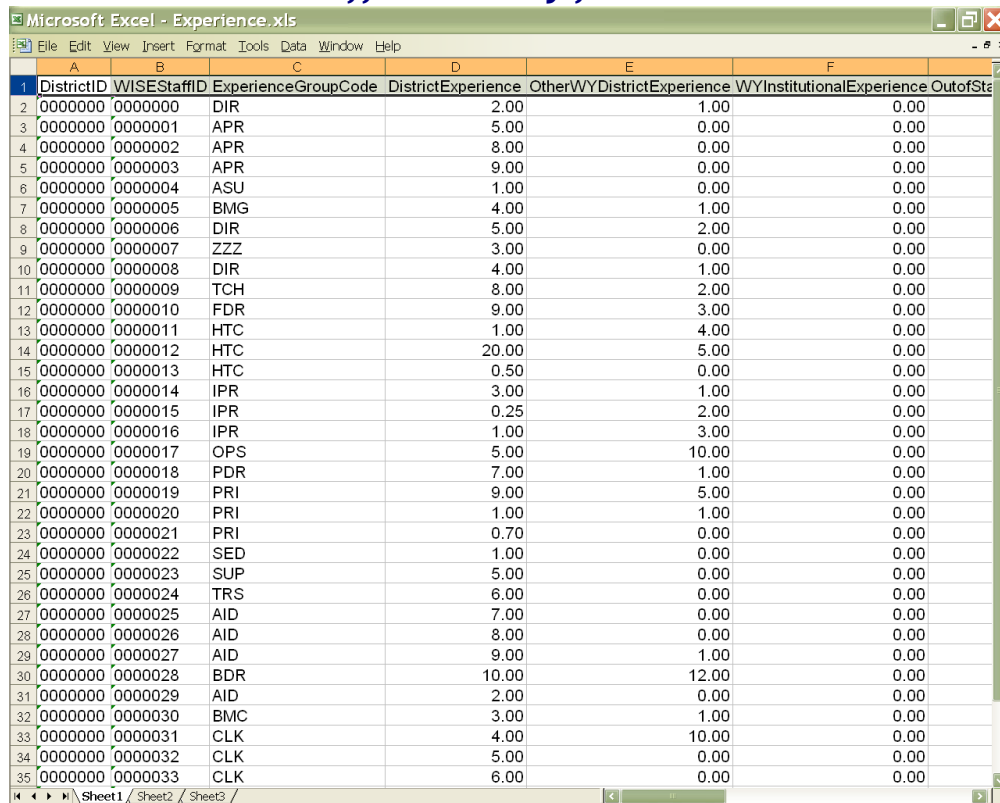
1) Classified Assignment FTE calculation

- i) Assignment FTE = WORK_HOURS / (STUDENT_DAYS * 8hrs/day)
 - (1) Example: $1408 / (176 * 8) = 1.00$ (work the exact amount of hours considered a full school year)
 - (2) Example: $1056 / (176 * 8) = 0.75$ (work three quarters the amount of hours considered a full school year)
 - (3) Example: $1960 / (176 * 8) =$ capped at 1.00 (work over the amount of hours considered a full school year)
 - (4) Example: Proportional reduction required
 - (a) Two assignments held by employee
 - (i) Assignment 1: WORK_HOURS = 1200, STUDENT_DAYS = 176
 - (ii) Assignment 2: WORK_HOURS = 500, STUDENT_DAYS = 176
 - (b) Initial FTE values for two assignments
 - (i) Initial Assn 1 FTE = $1200 / (176 * 8) = 0.8523...$
 - (ii) Initial Assn 2 FTE = $500 / (176 * 8) = 0.3551...$
 - (c) Sum of initial Assn 1 and Assn 2 FTE values = $0.8523... + 0.3551... = 1.2074...$
 - (d) Proportionally adjusted (final) FTE values
 - (i) Assn 1: Initial Assn 1 FTE / Sum of Initial FTEs = $0.8523... / 1.2074... = 0.7059...$
 - (ii) Assn 2: Initial Assn 2 FTE / Sum of Initial FTEs = $0.3551... / 1.2074... = 0.2941...$
 - (e) Sum of (final) proportionally adjusted FTEs = $0.7059... + 0.2941... = 1.00$

Appendix C: State Report Manager Screen Shots for the WDE602/WDE652 Collections

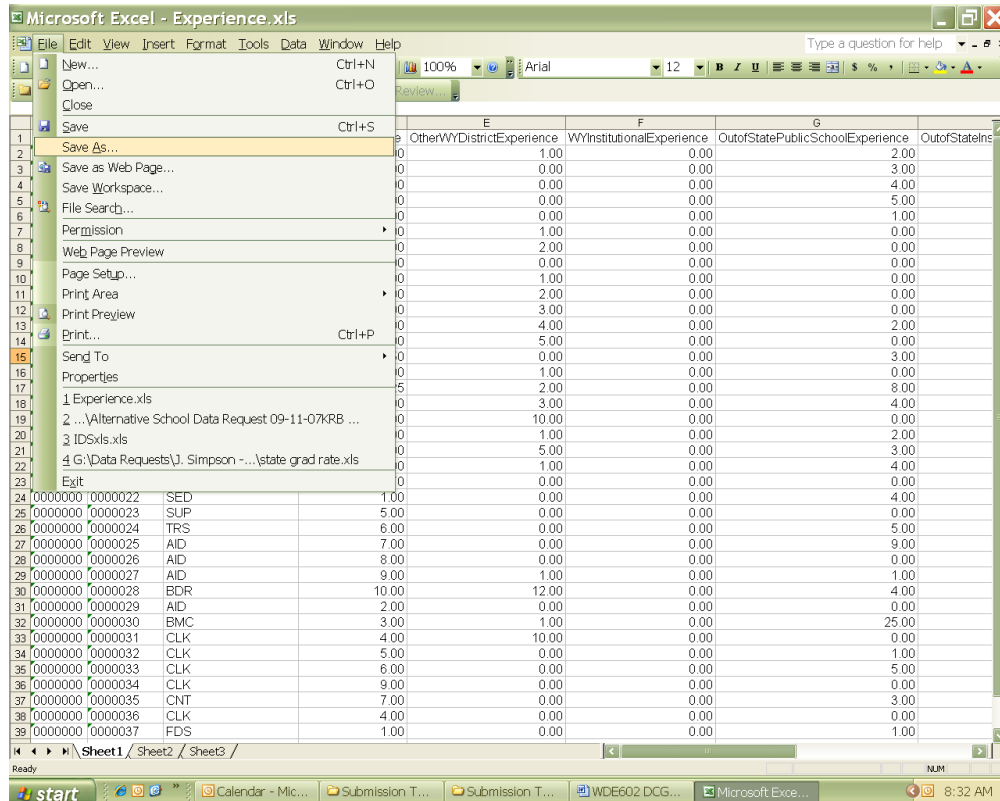
Converting an Excel Spreadsheet into a .CSV file

Step 1. Update data in the Staff and Salary files.

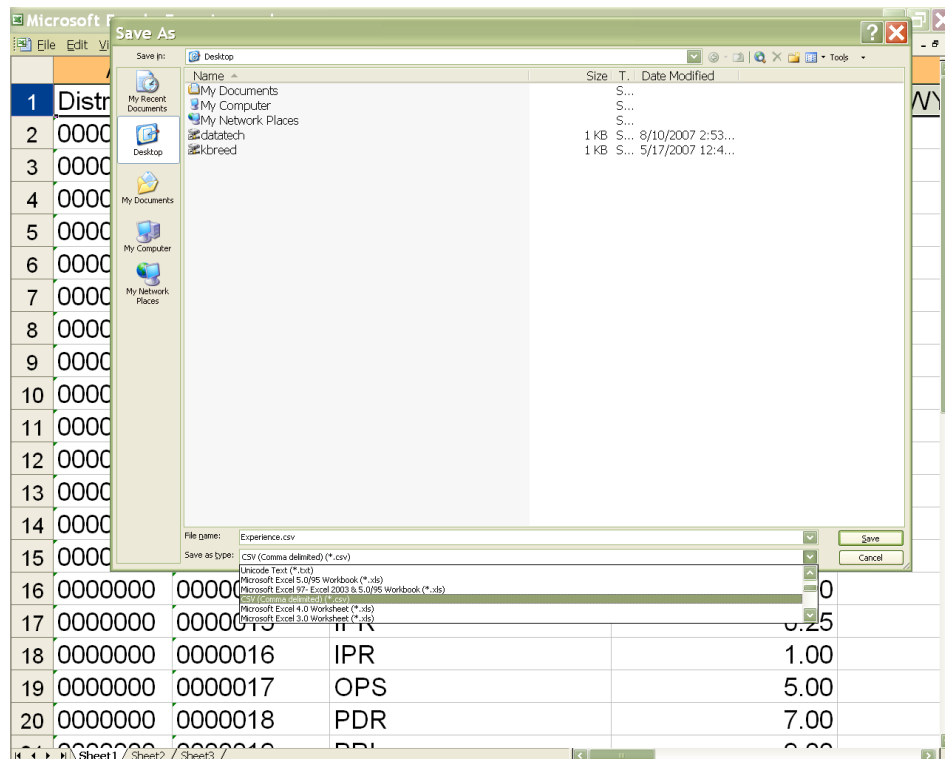


	A	B	C	D	E	F	G
	DistrictID	WISEStaffID	ExperienceGroupCode	DistrictExperience	OtherWYDistrictExperience	WYInstitutionalExperience	OutofStateExperience
2	0000000	0000000	DIR	2.00	1.00	0.00	
3	0000000	0000001	APR	5.00	0.00	0.00	
4	0000000	0000002	APR	8.00	0.00	0.00	
5	0000000	0000003	APR	9.00	0.00	0.00	
6	0000000	0000004	ASU	1.00	0.00	0.00	
7	0000000	0000005	BMG	4.00	1.00	0.00	
8	0000000	0000006	DIR	5.00	2.00	0.00	
9	0000000	0000007	ZZZ	3.00	0.00	0.00	
10	0000000	0000008	DIR	4.00	1.00	0.00	
11	0000000	0000009	TCH	8.00	2.00	0.00	
12	0000000	0000010	FDR	9.00	3.00	0.00	
13	0000000	0000011	HTC	1.00	4.00	0.00	
14	0000000	0000012	HTC	20.00	5.00	0.00	
15	0000000	0000013	HTC	0.50	0.00	0.00	
16	0000000	0000014	IPR	3.00	1.00	0.00	
17	0000000	0000015	IPR	0.25	2.00	0.00	
18	0000000	0000016	IPR	1.00	3.00	0.00	
19	0000000	0000017	OPS	5.00	10.00	0.00	
20	0000000	0000018	PDR	7.00	1.00	0.00	
21	0000000	0000019	PRI	9.00	5.00	0.00	
22	0000000	0000020	PRI	1.00	1.00	0.00	
23	0000000	0000021	PRI	0.70	0.00	0.00	
24	0000000	0000022	SED	1.00	0.00	0.00	
25	0000000	0000023	SUP	5.00	0.00	0.00	
26	0000000	0000024	TRS	6.00	0.00	0.00	
27	0000000	0000025	AID	7.00	0.00	0.00	
28	0000000	0000026	AID	8.00	0.00	0.00	
29	0000000	0000027	AID	9.00	1.00	0.00	
30	0000000	0000028	BDR	10.00	12.00	0.00	
31	0000000	0000029	AID	2.00	0.00	0.00	
32	0000000	0000030	BMC	3.00	1.00	0.00	
33	0000000	0000031	CLK	4.00	10.00	0.00	
34	0000000	0000032	CLK	5.00	0.00	0.00	
35	0000000	0000033	CLK	6.00	0.00	0.00	

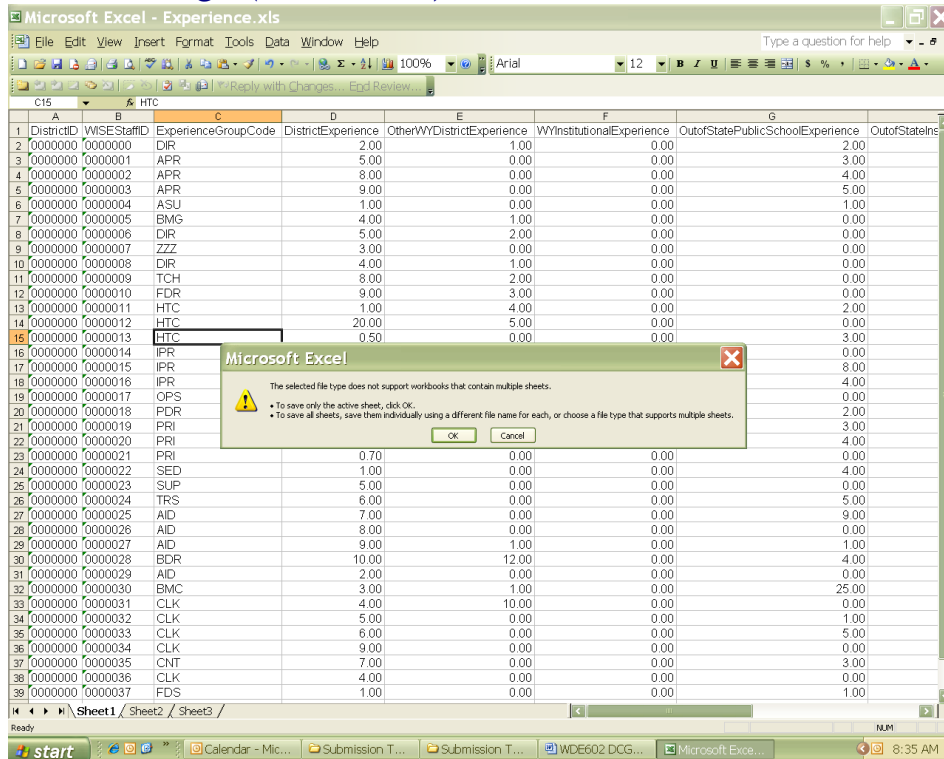
Step 2. On the menu, click “File” and then “Save As”.



Step 3. In the “Save as Type” drop down menu, select CSV (Comma delimited) (*.csv). Browse to the location where you want to save the file and then click “Save.”

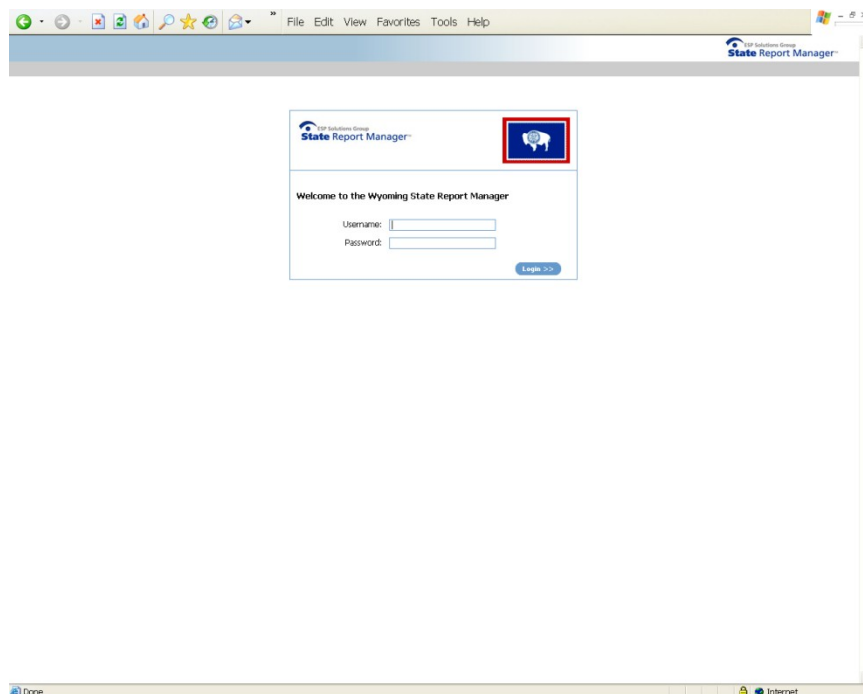


Step 4. Click “OK” when you see the error message below. Then click Yes to the second error message (not shown).



SRM Submission

Step 1. Login to the State Report Manager (it will be necessary to coordinate with the district’s WISE Coordinator to complete this data collection).



Step 2. Click on the “Run a Trial” link next to the desired collection.

SRM: District 0801000 - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/gettingStarted.do?childOrgId=13

Goshen County School District #1

Logout: Susan Kruse

Home > District 0801000

Welcome to the Wyoming Department of Education State Report Manager

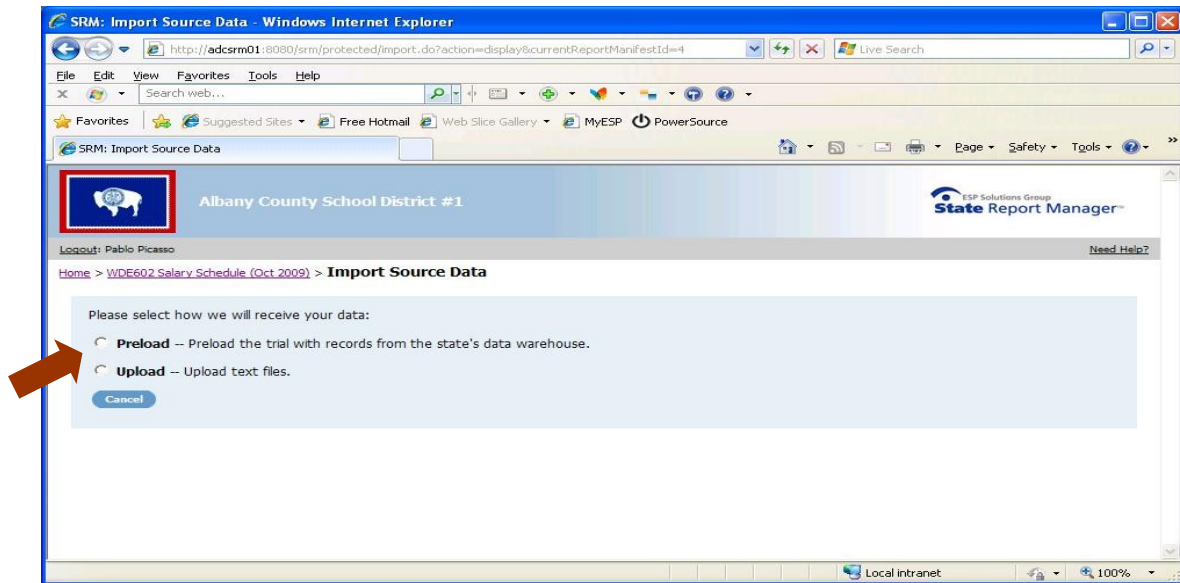
WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

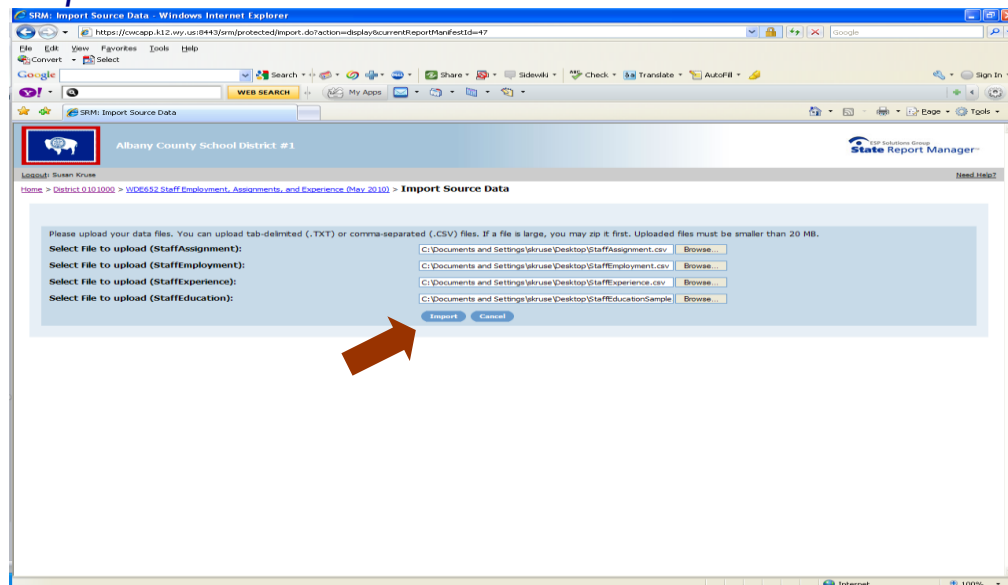
Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects for 2010	Aug 15, 2009		Run a Trial		
SifCheck - Filtered WDE685 SIF Objects for 2010	Aug 15, 2009		Run a Trial		
SifCheck - Unfiltered WDE685 SIF Objects	Aug 15, 2009		Run a Trial		
SifCheck - WDE600 for SIF Admins	Aug 15, 2009		Run a Trial		
SifCheck - WDE685 for SIF Admins	Aug 15, 2009		Run a Trial		
WDE638 Course Inventory (2009-2010)	Oct 15, 2009		Run a Trial		
WDE685 Uncertified TCS	Sep 1, 2009		Run a Trial		
WDE652 Staff Employment, Assignments, and Experience (May 2010)	May 17, 2010	Jun 1, 2010	Run a Trial		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	Run a Trial		
WDE425 Special Education (Nov 2009)	Nov 2, 2009	Nov 13, 2009	Sent Trial	11-13-2009 4:37pm	SENT
WDE602 Salary Schedule (Oct 2009)	Oct 1, 2009	Oct 27, 2009	Sent Trial	10-21-2009 1:02pm	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2009)	Oct 1, 2009	Oct 27, 2009	Sent Trial	12-14-2009 3:55pm	SENT
WDE684 Teacher/Course/Student (Oct 2009)	Oct 1, 2009	Oct 16, 2009	Sent Trial	12-10-2009 1:04pm	SENT
WDE427 June 2009 Special Education	May 18, 2009	Jun 12, 2009	Sent Trial	06-12-2009 9:13am	SENT

*Step 3a. In the **WDE602** you will click on “Preload” to import data from last year’s WDE652. This data will include your newly updated experience files. It will also eliminate any persons who separated from your district in the previous year. You will only need to preload the first time you enter the SRM. Once files are preloaded you will save them to your hard drive and update the files.*

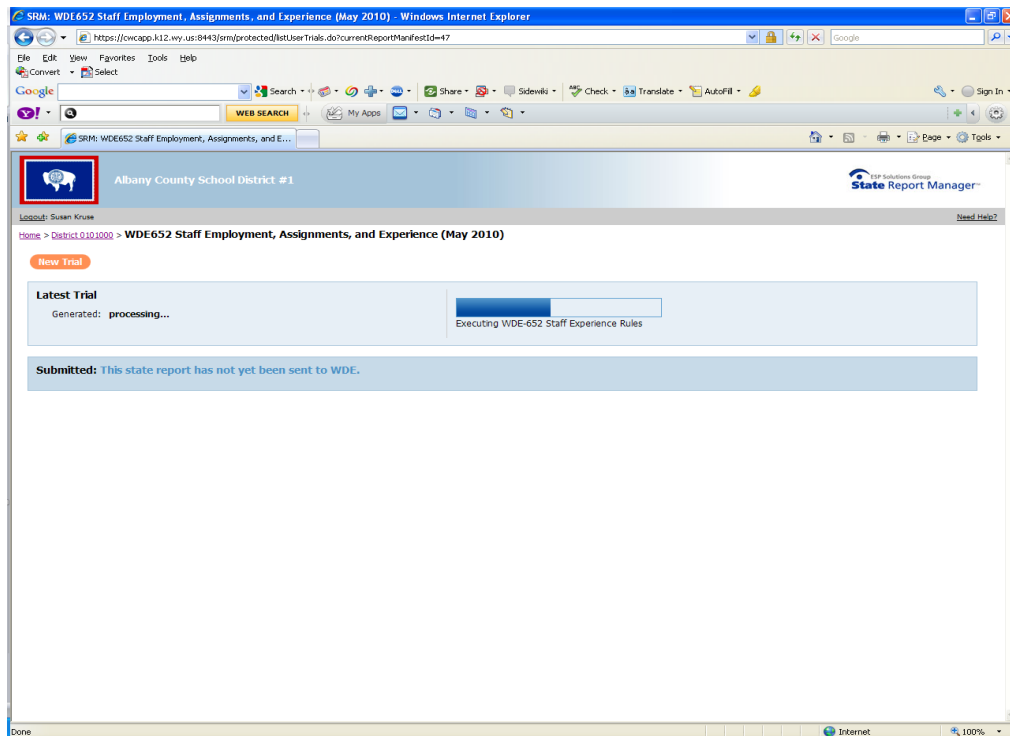
In the Spring WDE652 collection you will work from a saved copy of the WDE602. Rename the file WDE652....and make adjustments by adding separation dates, hire dates, and adjusting base salaries, time, contract days or hours for anyone who did not work their full contract.



Step 3b. In the WDE652 once you click the “Run a Trial” link you will be taken to an upload page where you can browse your hard drive to find your updated Employment, Assignment, Experience and Education files. Once all four files have been selected the “Import” link will be highlighted and the files can be uploaded.



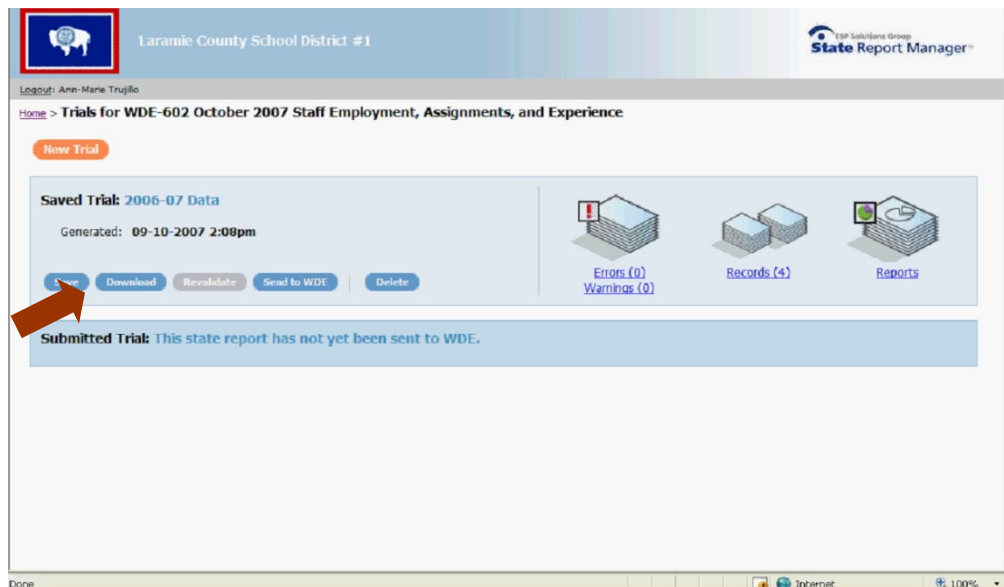
Step 3b2. After the Import link is clicked in the WDE652 the SRM will run its initial error checks on your data. Errors will need to be corrected in order to certify your data and send it to the WDE.



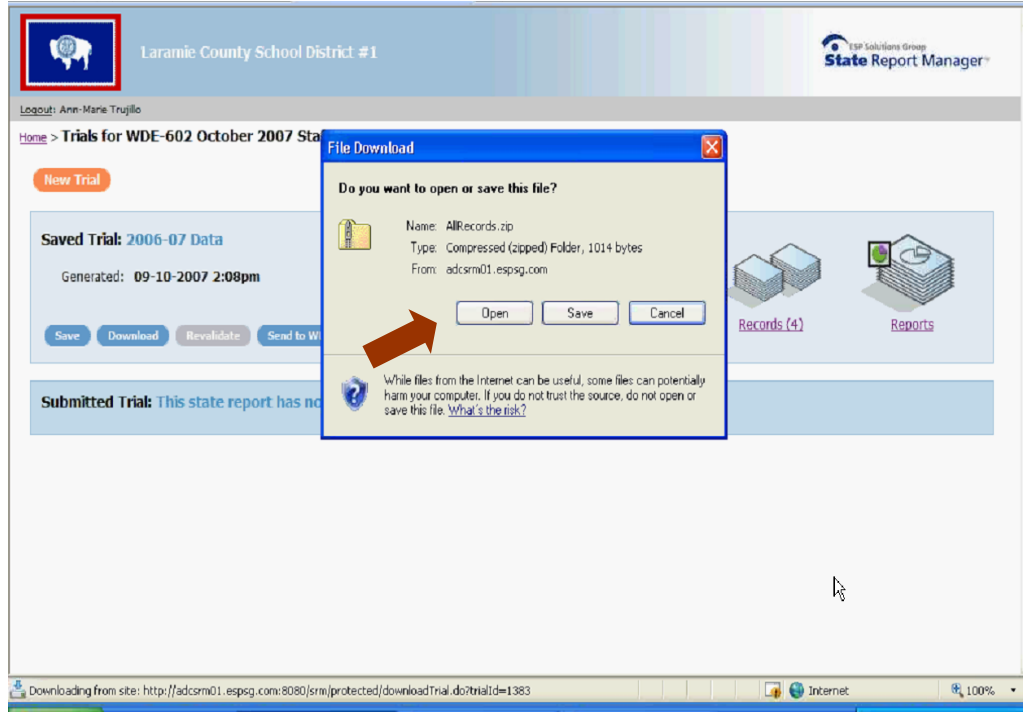
Downloading Files to your Hard Drive

Files can be downloaded after data is preloaded for the WDE602. You will also need to download your data if you have made corrections in the SRM and not the WDE602/652 files on your hard drive.

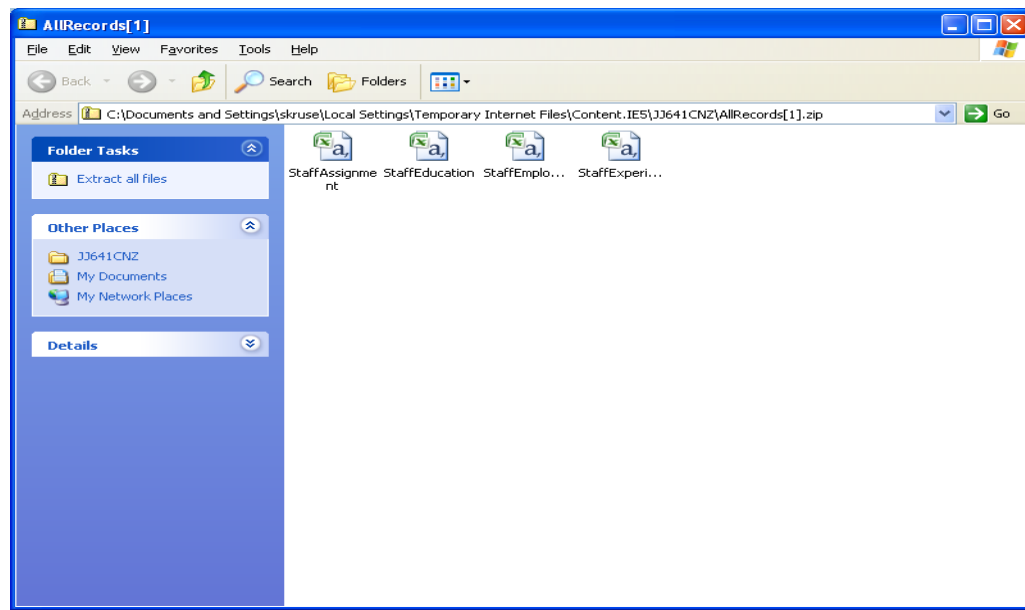
Step 1. Click the “Download” link.



Step 2. On the pop-up screen, click on the “Open” button.

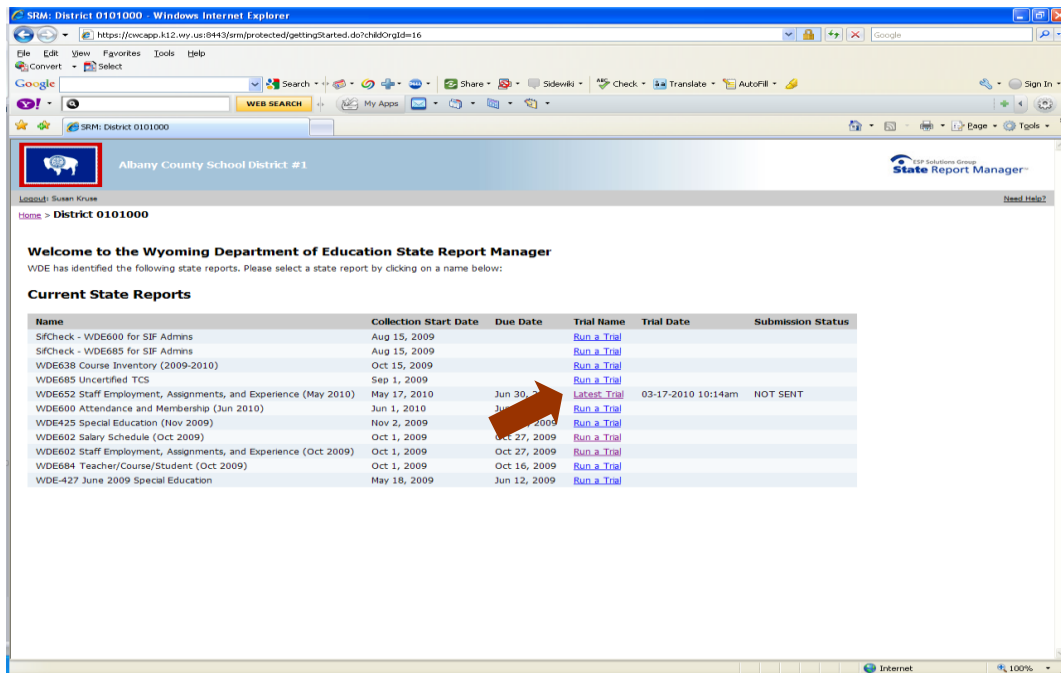


Step 3. Copy all the files in this folder and paste them in a different location that is convenient for you.

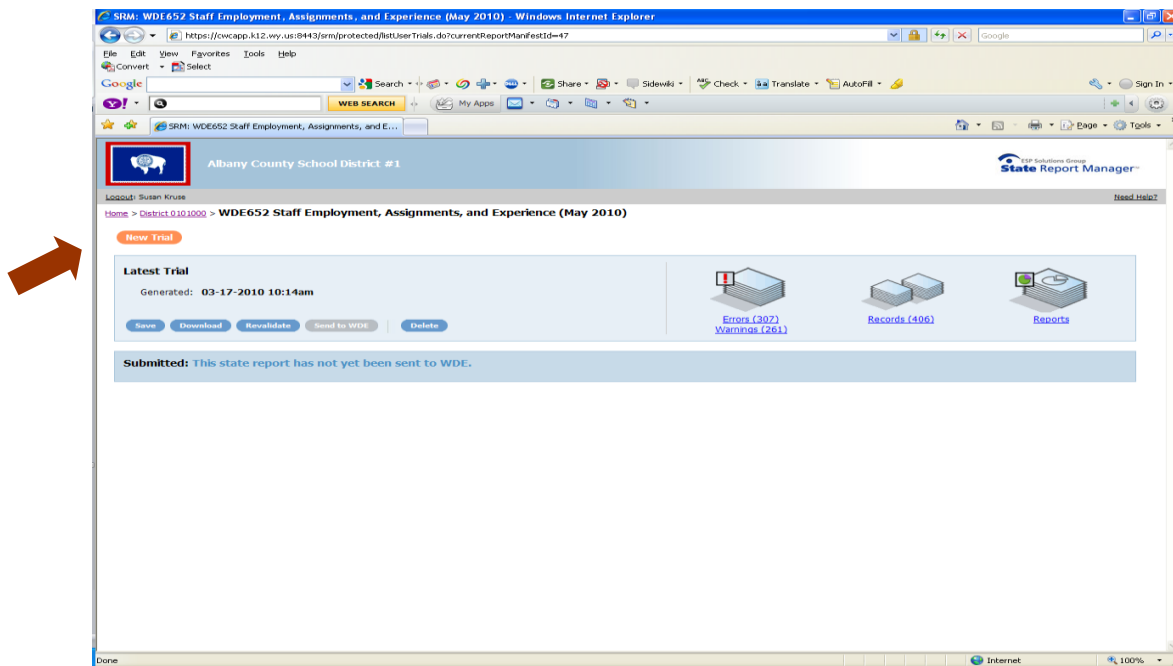


Upload Revised Files

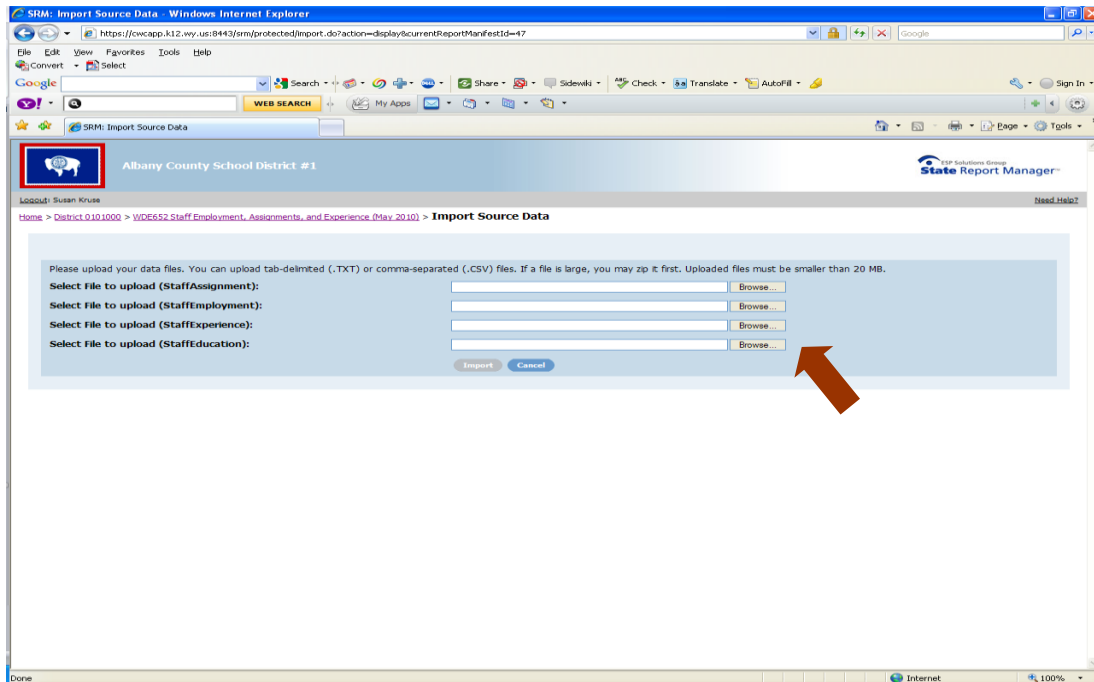
Step 1. Login into the SRM. Click on the appropriate “Latest Trial” link.



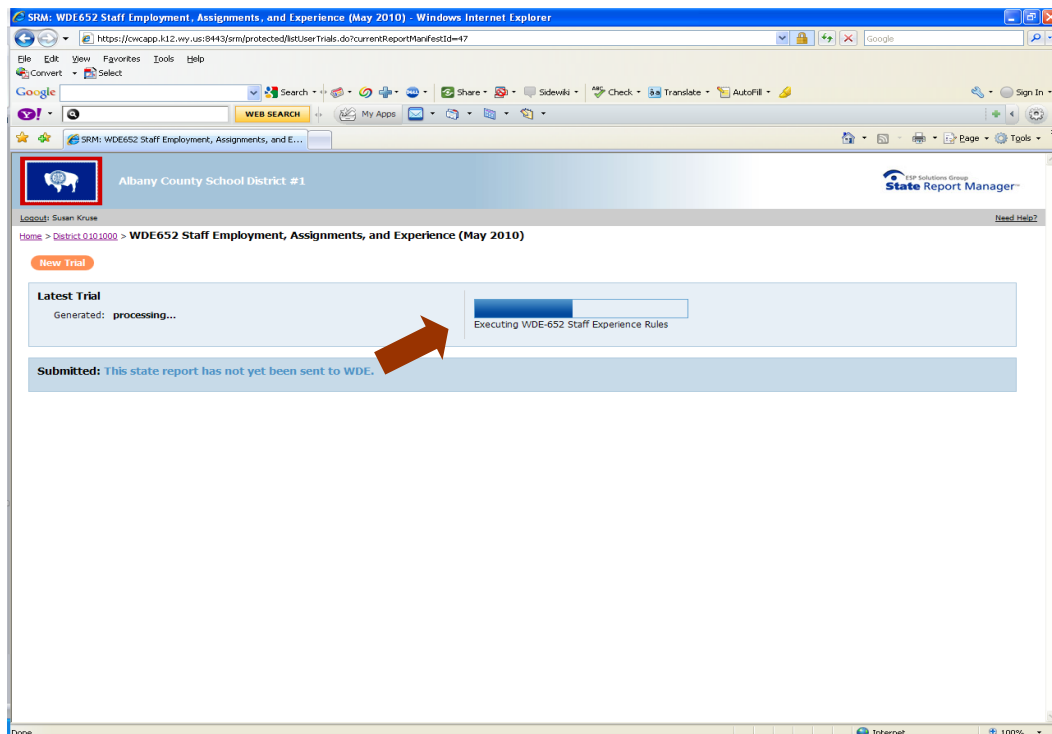
Step 2. Click on the “New Trial” button.



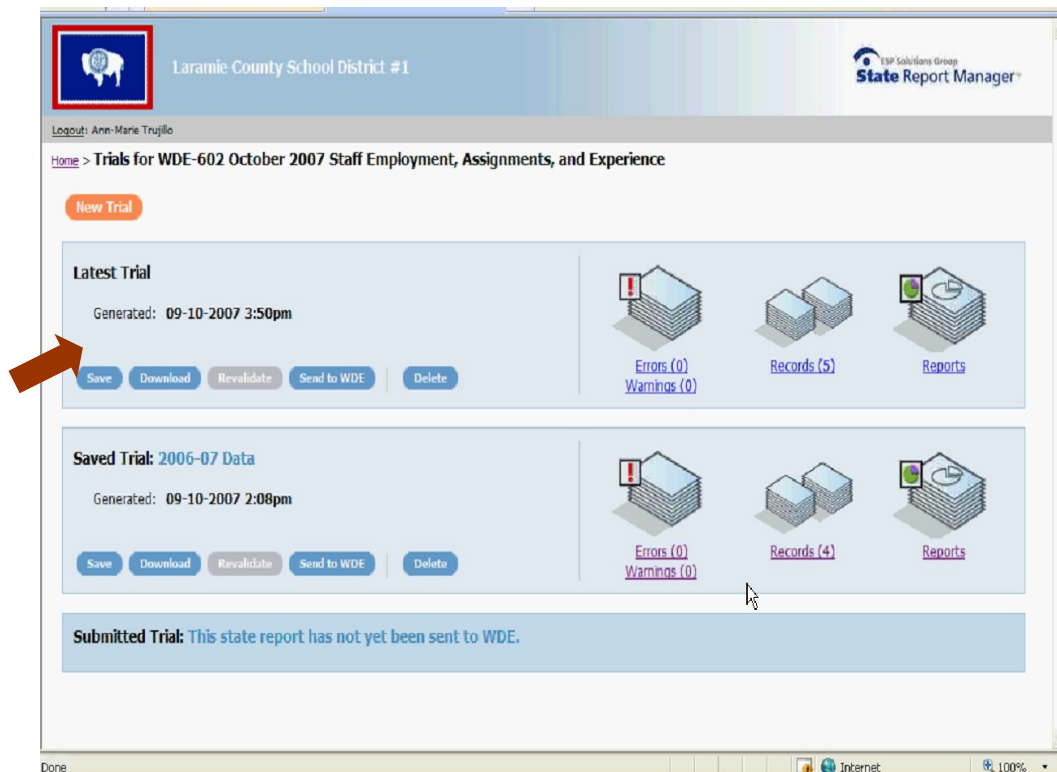
Step 3. Click on each “Browse” button. Find the appropriate file and double click on it to move it into the browser. After you have a file in each area, click the “Import” button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

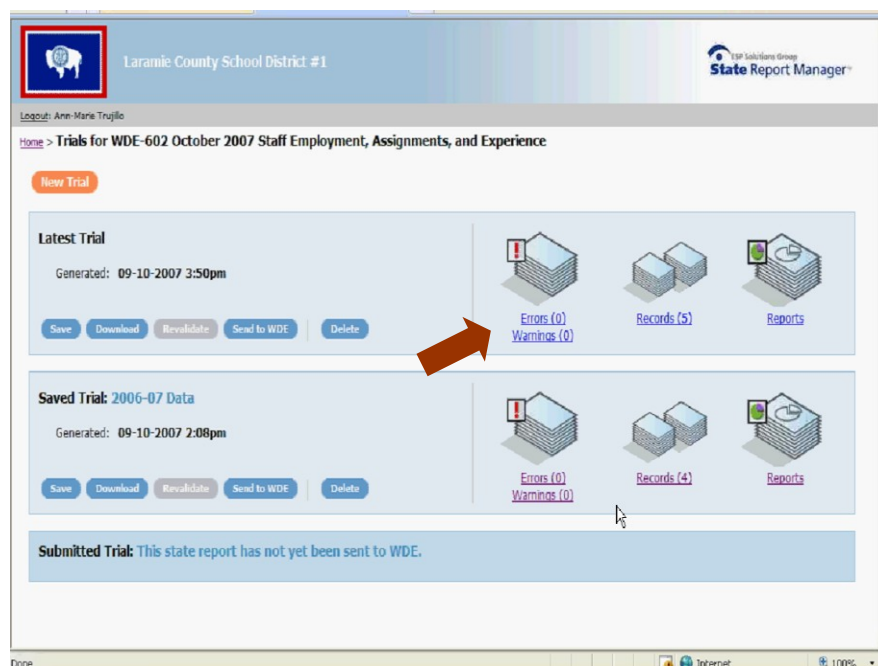


Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest “trial” or latest data files will always be listed on top.



Check/Correct Errors in Data

Step 1. Click on the “Errors (#)” or “Warnings (#)” link.



Step 2. The left-hand side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right-hand side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.

SRM: Latest Trial - Windows Internet Explorer

https://cvcapp.k12.wy.us:443/srm/protected/trialIndex.do?trialId=4741

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial

Generated 03-17-2010 1:08pm.

Records	Violations	Reports
StaffAssignments 135	Errors	Violations Summary (MS Excel)
StaffEmployments 135	TooManyProblemsForRule - Too many problems for a rule	Assignments: All Staff (PDF)
StaffExperiences 135	R4205 - ScheduleID does not refer to a valid salary schedule	Assignments: Classified Staff (PDF)
StaffEducations 1	R4212 - BaseSalary must be 0	Assignments: Professional Staff (PDF)
	R4225 - ExperienceGroupCode is not valid	Experience: All Staff (PDF)
	R4228 - AnnualHours must be zero for non-Classified assignments	ETE: All Staff (PDF)
	R4232 - AssignmentCode is not valid	Separated Staff Members (PDF)
	R4301 - BaseSchoolID is not valid	
	R4304 - Invalid SchoolID	
	R4310 - StaffDateOfBirth or StaffGender does not match WISEStaffID	
	R4712 - Staff experience record does not have a corresponding staff assignment record	
	R4713 - Staff assignment record does not have a corresponding staff experience record	
	R4916 - Invalid format for GPA	
	R4917 - Invalid GPA	
	R4921 - Missing BachelorDegree1	
	R4922 - Missing MasterDegree1	
	R4923 - Missing MasterDegree1	
	R4924 - Missing an education record for the staff member	
	R4926 - Missing Degree information in education file	
	R4927 - Missing Degree information in education file	
	R4928 - Praxistest2 can only be allowed if Praxistest1 fields are not null	
	R4931 - Invalid PraxistestContentAreaCode	
	R4932 - Invalid PraxistestResults	
	R4933 - Invalid character in PraxistestAdministered	
	Warnings	
	TooManyProblemsForRule - Too many problems for a rule	

Step 3. Click the “View” link to get more information on a particular error/warning.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Salary Schedule > 2006-07 Data > 602SalaryScheduleHeader_T_s violating R6205

Show: 602SalaryScheduleHeader_T_s Violating R6205

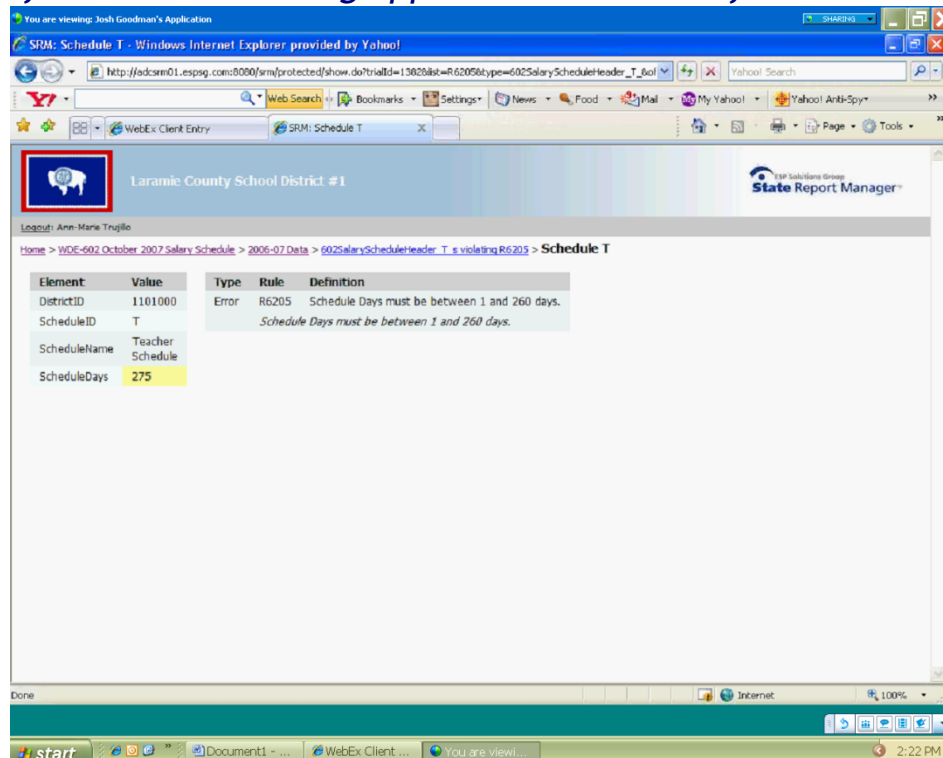
Rule R6205: Schedule Days must be between 1 and 260 days.
Schedule Days must be between 1 and 260 days.

Showing 1-1 of 1 |<< << Page 1 of 1 Go >> >> Rows per page: 50

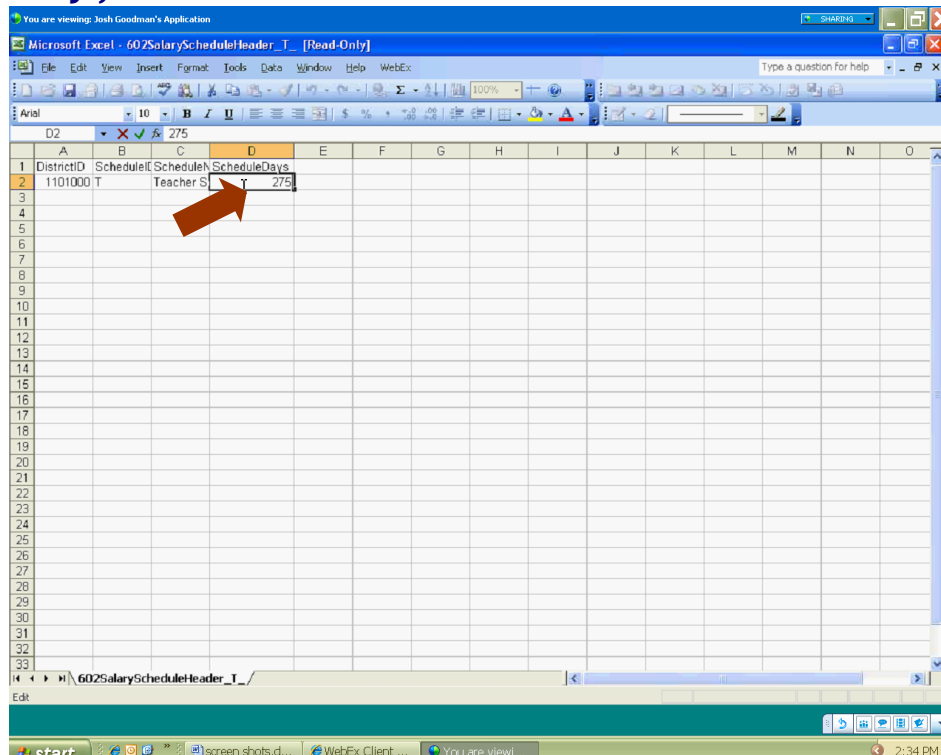
Show Search Fields to search for items in the list.

Violations	DistrictID *	ScheduleID	ScheduleName	ScheduleDays	
View	1	1101000	T	Teacher Schedule	275

Step 4. The item highlighted in yellow contains the error/warning. And a definition of the error/warning appears under the definition header.



Step 5a. For the Salary files, please make your correction offline and upload the new Salary files.



Step 5b. For the Staff files either make the corrections offline similar to Step 5a or make the corrections within the SRM. To edit online, please proceed to Step 1 under “Edit Data Online.”

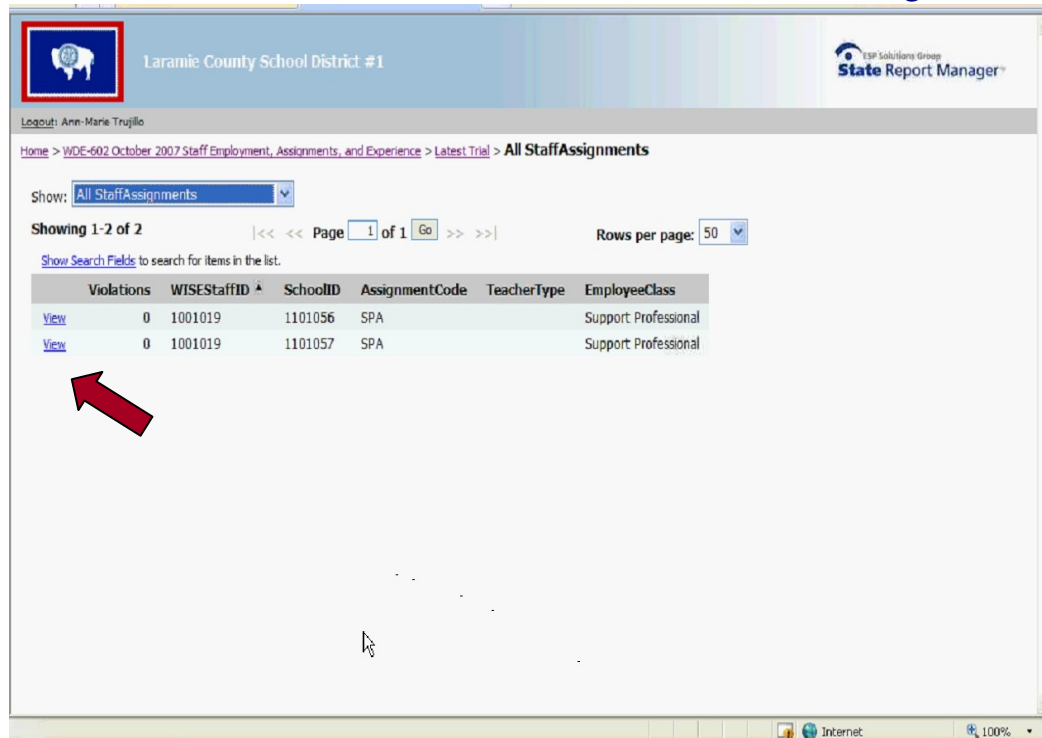
Edit Data Online

Step 1. Go back to the screen below. In the center of the page under the Violations header, click on the data file that needs a correction.

The screenshot shows the SRM: Latest Trial web application interface. The browser window title is "SRM: Latest Trial - Windows Internet Explorer". The address bar shows the URL: <https://cwapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=4741>. The page header includes the Albany County School District #1 logo (highlighted with a red box) and the State Report Manager logo. The user is logged in as Susan Kruse. The page title is "SRM: Latest Trial". The main content area shows a list of violations for the district. The table has three columns: Records, Violations, and Reports. The 'Records' column lists data files: StaffAssignments (135), StaffEmployments (135), StaffExperiences (135), and StaffEducations (1). The 'Violations' column lists errors and warnings, with a red arrow pointing to the 'StaffAssignments' link. The 'Reports' column lists various reports, including Violations Summary (MS Excel), Assignments: All Staff (PDF), Assignments: Classified Staff (PDF), Assignments: Professional Staff (PDF), Experience: All Staff (PDF), ETE: All Staff (PDF), and Separated Staff Members (PDF).

Records	Violations	Reports
StaffAssignments 135	Errors	Violations Summary (MS Excel)
StaffEmployments 135	TooManyProblemsForRule - Too many problems for a rule	Assignments: All Staff (PDF)
StaffExperiences 135	R4205 - ScheduleID does not refer to a valid salary schedule	Assignments: Classified Staff (PDF)
StaffEducations 1	R4212 - BaseSalary must be 0	Assignments: Professional Staff (PDF)
	R4225 - ExperienceGroupCode is not valid	Experience: All Staff (PDF)
	R4228 - AnnualHours must be zero for non-Classified assignments	ETE: All Staff (PDF)
	R4232 - AssignmentCode is not valid	Separated Staff Members (PDF)
	R4301 - BaseSchoolID is not valid	
	R4304 - Invalid SchoolID	
	R4310 - StaffDateOfBirth or StaffGender does not match WISEStaffID	
	R4712 - Staff experience record does not have a corresponding staff assignment record	
	R4713 - Staff assignment record does not have a corresponding staff experience record	
	R4916 - Invalid format for GPA	
	R4917 - Invalid GPA	
	R4921 - Missing BachelorDegree1	
	R4922 - Missing MasterDegree1	
	R4923 - Missing MasterDegree1	
	R4924 - Missing an education record for the staff member	
	R4926 - Missing Degree information in education file	
	R4927 - Missing Degree information in education file	
	R4928 - PraxisITest2 can only be allowed if PraxisITest1 fields are not null	
	R4931 - Invalid PraxisITestContentAreaCode	
	R4932 - Invalid PraxisITestResults	
	R4933 - Invalid character in PraxisITestAdministered	
	Warnings	
	TooManyProblemsForRule - Too many problems for a rule	

Step 2. Click the “View” link on the record that needs correcting.



Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments

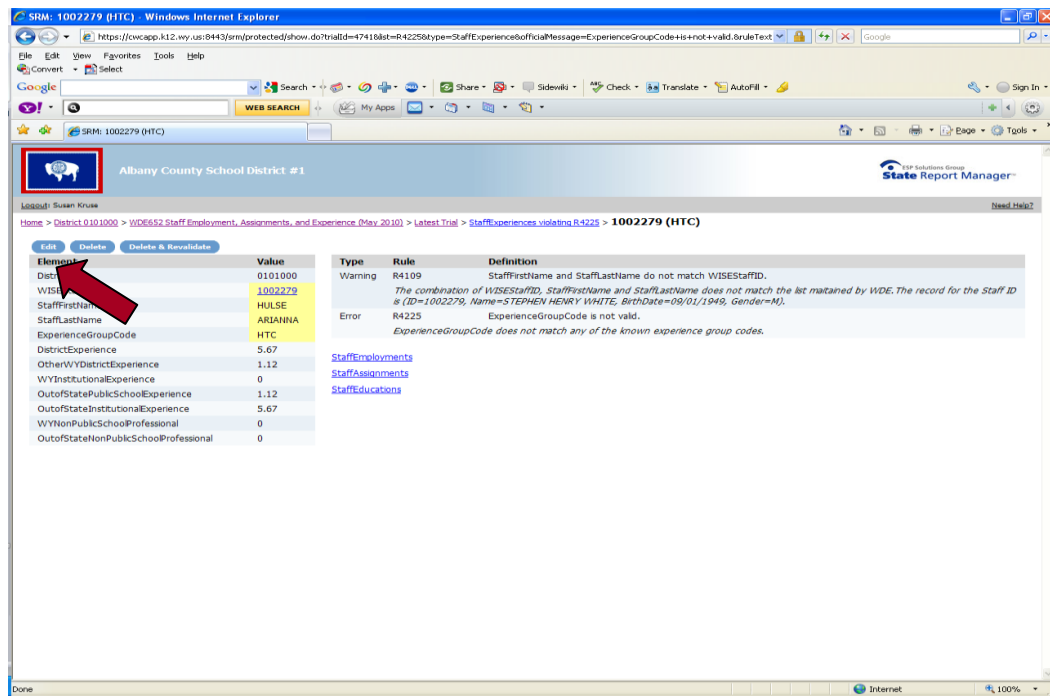
Show: All StaffAssignments

Showing 1-2 of 2 |<< << Page 1 of 1 Go >> >> Rows per page: 50

Show Search Fields to search for items in the list.

Violations	WISEStaffID	SchoolID	AssignmentCode	TeacherType	EmployeeClass
View	0	1001019	1101056	SPA	Support Professional
View	0	1001019	1101057	SPA	Support Professional

Step 3. Click the “Edit” link.



SRM: 1002279 (HTC) - Windows Internet Explorer

https://lwcapp.k12.wy.us:8443/srm/protected/show.do?trialId=4741&st=R4225&type=StaffExperience&officialMessage=ExperienceGroupCode+is+not+valid.&ruleText=

Albany County School District #1

Logout: Susan Kraus

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC)

Edit Delete Delete & Revalidate

Element	Value	Type	Rule	Definition
Dist	0101000	Warning	R4109	StaffFirstName and StaffLastName do not match WISEStaffID.
WISEStaffID	1002279			The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maintained by WDE. The record for the Staff ID # (ID=1002279, Name=STEPHEN HENRY WHITE, BirthDate=09/01/1949, Gender=M).
StaffFirstName	HULSE	Error	R4225	ExperienceGroupCode is not valid.
StaffLastName	ARIANNA			ExperienceGroupCode does not match any of the known experience group codes.
ExperienceGroupCode	HTC			
DistrictExperience	5.67			StaffEmployments
OtherWYDistrictExperience	1.12			StaffAssignments
WYInstitutionalExperience	0			StaffEducations
OutOfStatePublicSchoolExperience	1.12			
OutOfStateInstitutionalExperience	5.67			
WYNonPublicSchoolProfessional	0			
OutOfStateNonPublicSchoolProfessional	0			

Step 4. Make the necessary corrections and click the “Save” button. Once all on line corrections are completed click the “Save and Revalidate” button to rerun the error check. To undo any changes made, click the “Cancel” button.

SRM: Edit 1002279 (HTC) - Windows Internet Explorer

https://ovcapp.k12.wy.us:8443/srm/protected/editData.do?trialId=4741&type=StaffExperience&st=R4225&id=212573

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC) > Edit 1002279 (HTC)

Buttons: Save & Revalidate, Save, Cancel

Remember to also update Student Information System.

Element	Value
DistrictID	0101000
WISEStaffID	1002279
StaffFirstName	HULSE
StaffLastName	ARIANNA
ExperienceGroupCode	HTC
DistrictExperience	5.67
OtherWYDistrictExperience	1.12
WYInstitutionalExperience	0
OutOfStatePublicSchoolExperience	1.12
OutOfStateInstitutionalExperience	5.67
WYNonPublicSchoolProfessional	0
OutOfStateNonPublicSchoolProfessional	0

(* = required)

Buttons: Save & Revalidate, Save, Cancel

Step 5. Click on the staff file links to move between an employee’s Employment, Assignment, Experience and Education file.

SRM: 1002279 (HTC) - Windows Internet Explorer

https://ovcapp.k12.wy.us:8443/srm/protected/show.do?trialId=4741&type=StaffExperience&id=212573&st=R4225

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC)

Buttons: Edit, Delete, Delete & Revalidate

Element	Value
DistrictID	0101000
WISEStaffID	1002279
StaffFirstName	HULSE
StaffLastName	ARIANNA
ExperienceGroupCode	HTC
DistrictExperience	5.67
OtherWYDistrictExperience	1.12
WYInstitutionalExperience	0
OutOfStatePublicSchoolExperience	1.12
OutOfStateInstitutionalExperience	5.67
WYNonPublicSchoolProfessional	0
OutOfStateNonPublicSchoolProfessional	0

Changes have been made since the last validation. The following violations may no longer apply.

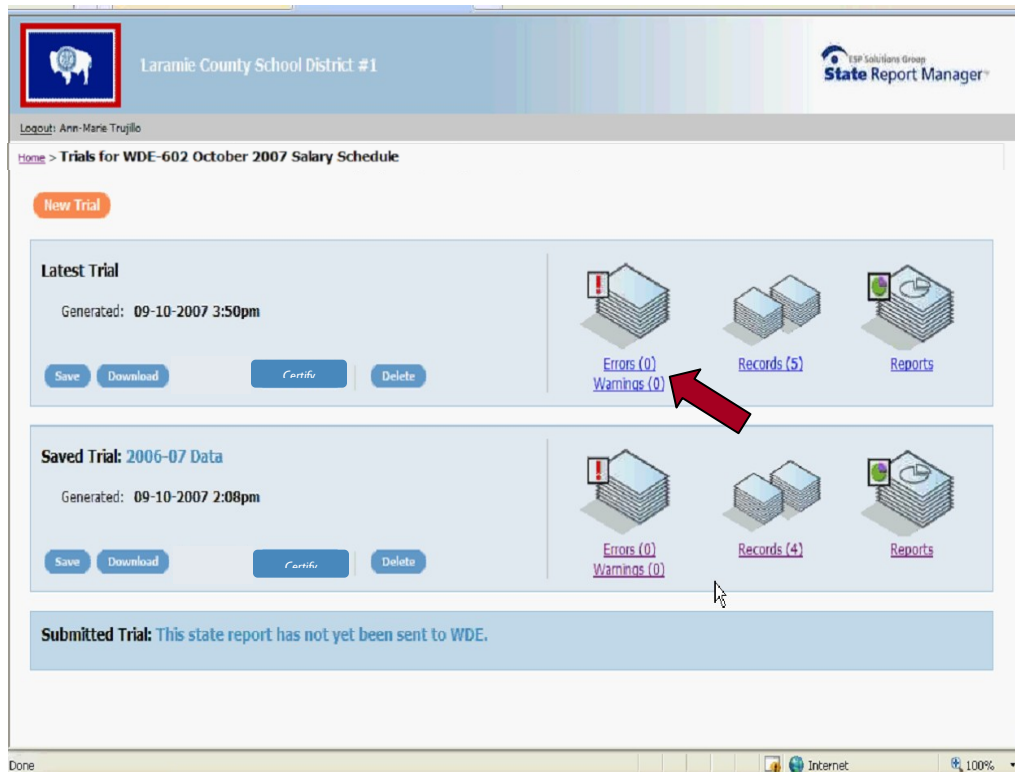
Type	Rule	Definition
Warning	R4109	StaffFirstName and StaffLastName do not match WISEStaffID. The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maintained by WDE. The record for the Staff ID # (ID=1002279; Name=STEPHEN HENRY WHITE; BirthDate=09/01/1949; Gender=M).
Error	R4225	ExperienceGroupCode is not valid. ExperienceGroupCode does not match any of the known experience group codes.

Links: StaffEmployments, StaffAssignments, StaffEducations

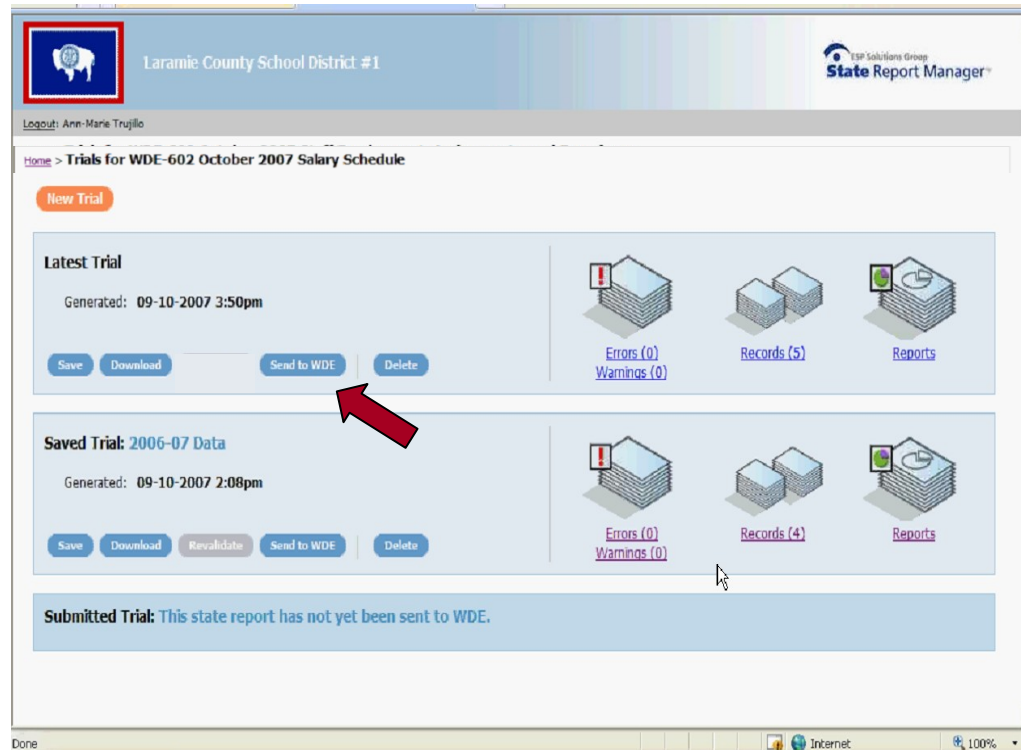
Send to WDE

Step 1. The submission process is the same for the salary and staff files. Salary files must be uploaded and sent to the WDE before staff files will be accepted.

Go into latest trial, make sure that all errors have been corrected and warnings have been looked over.



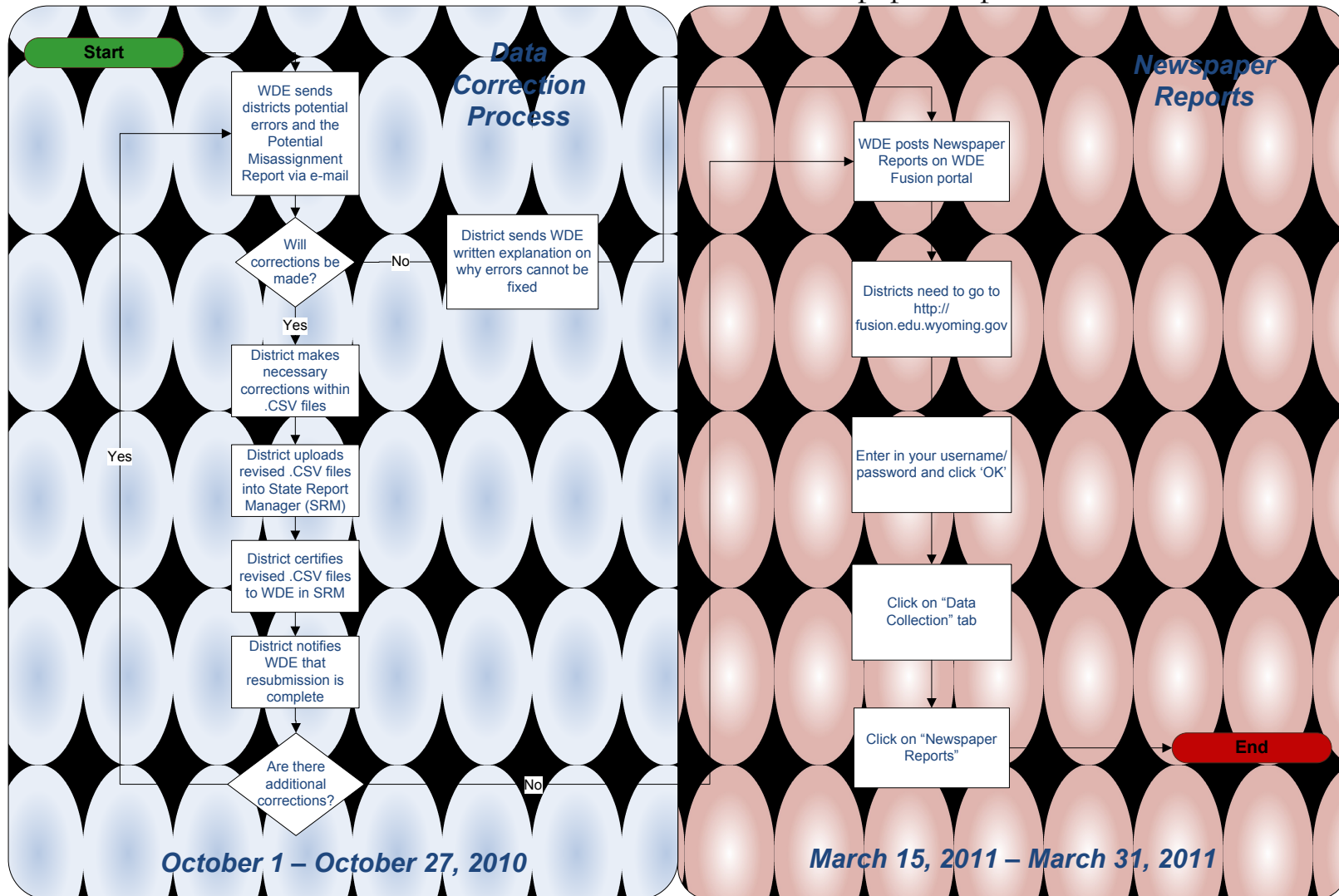
Step 2. Click the blue “Send to WDE” button.



Step 3. Name this item in the white box, click in the certification box, and then click the “Send to WDE” button.

The screenshot shows the State Report Manager interface for Laramie County School District #1. The top header includes the district logo and name, and the 'State Report Manager' logo. Below the header, the user is logged out as Ann-Marie Trujillo. The main content area displays a 'Send to WDE' button highlighted with a red box. A red arrow points to this button. The interface also shows a 'Trial Name' field with the value 'edStaffCollection.09.1007' and a certification checkbox that is checked, with the text 'I certify that this trial is accurate and can be sent to the Wyoming Department of Education. This action cannot be revoked.' Below the certification text are two buttons: 'Send to WDE' and 'Cancel'.

Fall WDE602 Data Collection and Newspaper Report Process



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